RCSI Sustainable I.T. Policy

Document Control

Version	Date	Action	Author
0.1	01/07/2019	Drafted version 0.1 of RCSI Sustainable I.T. policy	Kenneth Gormley
1.0	02/08/2019	Updated template. Updated document control tables. Edited draft text.	Ruth Meredith
1.1	16/08/2021	Reviewed document. Updated Infrastructure Manager to Pat Barry. Updated "college" to "university" where appropriate. No other changes made to policy. Reviewers and approvers notified of the updates. Publishing without approval as v1.1 based on the above.	Ruth Meredith

Reviewer List

Name	Title	Dept	Reviewed Date
Justin Ralph	Chief Technology Officer	I.T.	18/08/2021
Ruth Meredith	I.T. Service Delivery Manager	I.T.	16/08/2021
Pat Barry	I.T. Infrastructure Manager	I.T.	
Kenneth Gormley	Chief Estates & Facilities Officer	Estates Support Services	17/08/2021

Approver List

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Justin Ralph	Chief Technology Officer	I.T.	18/08/2021
Ruth Meredith	I.T. SDM	I.T.	16/08/2021
Pat Barry	I.T. Infrastructure Manager	I.T.	
Kenneth Gormley	Chief Estates & Facilities Officer	Estates Support Services	17/08/2021

Contents

1. Purpose

This policy is for the operation and management of I.T. infrastructure and service provision (and related ancillary equipment) within the Royal College of Surgeons in Ireland (RCSI), in order to contribute to the strategic goals and objectives of the Strategic Plan, Environmental & Sustainability Policy and Carbon Management Plan.

Implementation of this Policy forms part of the University's commitment to help deliver the UN Sustainable Development Goals

This policy covers all I.T. infrastructure and services owned, operated, or otherwise provided by the College, as well as ancillary equipment whose operation is directly linked to the operation of I.T. equipment. It also incorporates personal I.T. equipment if it uses energy supplied by the University.

This policy is applicable to all users of the University I.T. infrastructure services.

2. Roles & Responsibilities

- All users are responsible for complying with this policy by adopting the process and procedures which support the policy.
- Business and System owners are responsible for implementing the administrative and technical controls which support and enforce this policy.
- The Chief Technology Officer (CTO) is responsible for the implementation of the policy on a day-to-day basis.
- It is the responsibility of line managers to ensure that staff are made aware of this policy.
- It is the responsibility of Student Services to ensure that students are made aware of this policy.

3. Policy

3.1. All Users

- All users must ensure they are logged out when not using I.T. equipment.
- All users should turn off their display screens at the end of the working day before leaving the campus
- All users should try to minimise the amount of printing they carry out, only printing when necessary.
- All users should use the provided default printing standards (double-sided printing, black and white etc.).

3.2. Development of I.T. solutions

- Sustainable I.T. must be built into the development of high-level University architecture and considered in the strategic direction of the University's I.T. systems
- Ensure that operational energy requirements are quantified and documented, where practical, during the estimation process of the I.T. development lifecycle, particularly in solution design.
- Ensure that energy use is evaluated during testing, where practical, and opportunities to reduce energy requirements should be considered wherever practical during development and throughout the service lifecycle.

3.3. End User Computing

- Ensure that power management software is installed and enabled on all University provided end user computing devices, where possible, to ensure automatic power down while not in use.

3.4. Data Centres and Communication Rooms

- University Data centre equipment must be designed and operated to allow the optimisation of energy efficiency while meeting the agreed operational or service targets.
- Ensure that University servers and communication equipment operation and layout is best optimised for efficient machine running and minimal thermal output.
- Energy use by University Data centres should be monitored on a regular basis and changes in consumption investigated.

3.5. I.T. Services General

- I.T. Services will ensure that when procuring I.T. equipment and services for the University it chooses suppliers who meet the criteria defined in the Environmental & Sustainability Policy, Sustainable Procurement Policy and Carbon Management Plan and includes a life cycle analysis to ensure environmental and ethical standards are met.
- I.T. Services will ensure all redundant University owned I.T. equipment is reused or recycled in compliance with current legal requirements.

4. Review & Update

This policy will be reviewed and updated annually or more frequently if necessary to ensure any changes to the RCSI's organisation structure and business practices are properly reflected in the policy.

5. Annex

- RCSI Carbon Management Plan
- RCSI Environmental & Sustainability Policy
- RCSI Energy Policy
- RCSI Procurement Policy
- Sustainable Construction Policy