Policy Title	Information Technology: Technology Acquisition Policy
Responsible AIU Office (Higher Management/Directorate)	Chief Information Officer (CIO)
Policy Owner (Executive Department/Office)	Information Technology Department
Pertinent Dates	July, 2022.

I.   SCOPE OF POLICY

Information technology (IT) resources require on on-going investment of professional time and effort, and financial resources in order to perform acceptably. This policy applies to all IT Hardware Devices, whether internal or external hardware devices. Internal hardware devices include motherboards, hard drives, RAM, etc. External hardware devices include monitors, keyboards, mice, printers, scanners, etc.
  Also, it is applied to software obtained as part of hardware bundle or pre-loaded software.

This policy provides guidelines for the purchase of Hardware and software for the University to ensure that all Hardware and software used by the University are appropriate, value for money and where applicable integrates with other technology for the University.

This policy applies globally to all assets, information resources and related infrastructure owned, managed or administered by AIU.

II.   DEFINITIONS

Involvement: means as far as concurrence to move forward, adherence to standards, and addressing any exceptions.

Standardized IT Resources
The items designated as standard and they are:
a) Desktops
b) Laptops
c) Tablets
d) Printers "Small (Desktop), Medium (Workgroup), Large (Department)",
e) Multifunction Printer/Copy/Scan/Fax Devices
f) Black and White Copiers
g) Color Copiers
h) Servers (Computing or Application)
i) Storage Units (Disk/Tape Units and Network
j) Smart Phones (Android or iOS only)
k) All Networking and Telecommunications Equipment
l) Audio/Visual Equipment/CCTV Infrastructure
m) Software

Non-Standardized Equipment

It is acknowledged that standardized IT resources will not meet the needs of all departments. These situations may require specialized or customized equipment.

Reasons might include:

a) Specialized software determining the choice of hardware

b) Special performance requirements

c) Department requires an alternative to the standard configuration

d) Officers and staff whose specific technical, environmental, or functional job responsibilities require an alternative to the standard configuration.

III.   POLICY STATEMENT

- Information Technology Department will implement reasonable security practices and procedures to safeguard the asset aligned to authoritative information security standard frameworks and controls to comply with laws and regulations. ITS will work in conjunction with designated information stewards, asset owners, Colleges, and Departments, to implement the safeguards using a risk-based approach. The higher the value of the asset or the more it is viewed to be at risk, the higher level of protection will be employed.

IV.   RESPONSIBILITIES

- Executive management should recognize the importance of incorporating security requirements throughout the lifecycle of information and information systems of AIU.
- All IT assets should be in a stock under responsibility of IT Department only.
- For a newly hired (parttime/fulltime) faculty or staff, the required IT equipment should be requested through the Dean/Program Director/Unit Manager and approved by the University General Secretary either though formal email requests or ERP system and finally the request is received by the IT department to deliver the best available equipment that satisfy the user needs and set its maintenance plan.

- For any device (asset) delivered to any user, the user must sign a report contain full details about the device he took.

- Delivered devices are for work purposes only and not for personal use

- The System Acquisition, Development and Maintenance Policy establishes requirements for incorporating security measures into the lifecycle of information and information systems at AIU.

V.   POLICY STANDARDS AND PROCEDURES

A) Plan and Acquire Phase:

The planned acquisition of new hardware, software, application, and services assets must be done in conjunction with Information Technology Department to ensure the assets conform to the University's technology standards, the procurement process, and are integrated and supported effectively to maximize the value of the assets. • Determining the specifications and features of the IT devices to be purchased and determining the appropriate device for each user, from a technical point of view, is under responsibility of to the information technology department only.

B) Configure and Deploy Phase:
Several tasks and work are required to ready the asset for service and ensure secure operations

C) Maintain, Support, and Upgrade Phase:
Assets must be maintained and supported over their useful life to ensure they continue to operate safely and securely. This extends to any upgrades, significant or otherwise, that an asset may undergo.

D) Decommission, Retire, and Dispose Phase:
Assets must be securely and appropriately decommissioned and disposed of at the end of their design or useful life. This extends to any replacements.

VI.   FORMS/INSTRUCTIONS (if applicable)

N/A

VII.   APPENDICES (if applicable)

N/A

VIII.   RELATED POLICIES

- ➢ Technology Updating/Lifecycle Management Policy
- ➢ Web Development and Updating Policy
- ➢ Software Development Policy
- ➢ Procurement Policy
- ➢ Financial Policy

VIV.   CONTACT INFORMATION

- Information Technology Office, ito@aiu.edu.eg
- Information Security Office, iso@aiu.edu.eg

Triggered by:	AIU Council	Date	Sig.
Created by:	Executive Team	Date	Sig.
Revised by:	Revision Team, IT unit.	Date	Sig.
Approved by:	Senior Administrative Council	Date	Sig.