



Guangdong Technion

Israel Institute of Technology

广东以色列理工学院

Provision of Computing Device Policy 信息化设备购置与分配管理制度

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1 Introduction and Objective 概述和目标

GTIIT computing device is provided by the IT (Information Technology) Department, which runs the University's computing hardware, software and technical support for the University's business. This is in support of GTIIT value statement committing to financial sustainability and contributing to GTIIT's strategic goal of providing efficiency of systems and processes. Establishing a reliable and supportable operating environment for computing devices is necessary while also reducing risks to the comprehensive computing infrastructure.

遵循学校的财务可持续性发展原则，为实现高效的信息系统和 workflows 战略发展目标，广东以色列理工学院的信息化设备由学校 IT（信息技术）部门统一提供，且由该部门负责全校的计算机硬件、软件和技术支持，确保可靠且可维护的运营环境，并降低信息化建设过程中的各种风险。

The purpose of this policy is to outline the process by which GTIIT acquire all computing device. As a public body with funding from the government, it is notable that the government auditing is scrutinising grants more carefully to ensure that appropriate equipment for the requirement is being procured. Against this backdrop, the goal of the policy is to ensure each GTIIT employee has adequate computing resources to perform their assigned responsibilities while also providing prudent stewardship of GTIIT resources.

我校做为政府资助的公共组织，在使用政府资金时面临严格的合规性审计。本制度旨在规范学校的信息化设备配置流程，其主要目标是为了确保每位员工都能够拥有足够的信息化设备来履行其工作职责，也能够为学校信息化建设提供良好的合规措施。

2 Scope 范围

This policy applies to all full-time and part-time employees and to the purchase of all computing devices (laptops, desktop computers, printers, computing servers, network routing/switching devices, monitors, telephone, and mobile devices) issued by the University regardless of funding sources. A “computing device” in the context of this policy is defined to be a complete working computer system and does not include peripherals or accessories (e.g. flash drives, cable converters, keyboard).

本制度适用于所有全职和兼职员工，以及由学校配备的信息化设备（笔记本电脑、台式机、打印机、服务器、网络路由或交换设备、显示器、办公电话、移动设备等），无论



采购资金来源。本制度中的信息化设备是指一个能够完全运行的计算机系统，并不包括外围设备，如 U 盘、线缆转换器、键盘等。

3 Procurement Approach 采购途径

All computing device purchases must be coordinated with the IT Department prior to any purchases are made.

GTIIT provides a range of standard models which meet the majority of business requirements. IT Department establishes this standard configuration on an annual basis. Any upgrades to the hardware configuration beyond the scope of the standard configuration will be charged to the requesting department or faculty.

购买任何信息化设备都需要与信息技术部门协商。为满足大多数的业务需求场景，学校信息技术部门在每年都提供一系列计算机标准配置。对于任何超出标准范围的购置申请，相应的支出都将由提出申请的部门或学院自行承担。

The standard desktops and laptops will be provided from the University's approved suppliers – managed by the Procurement Team. For purchase orders with government funding, this is currently Government Procurement Center of Guangdong (<https://gdgpo.czt.gd.gov.cn/>); for other funding sources, it will be a brand chose and approved by IT department according to technical standards and commercial terms. The provisioning of these channels will be a joint activity by the IT Department and the Procurement Team.

学校采购部门负责管理合作的供应商，由其向我校提供标准配置的台式机和笔记本电脑。如果使用政府资金购买，则对应的购买渠道为广东省政府采购网 <https://gdgpo.czt.gd.gov.cn/>；如果是使用其它来源的资金，则由信息技术部门根据技术需求和商务条款选择合适的品牌。采购部门和信息技术部门将共同维护此类采购渠道。

4 Standard Desktop Computer and Laptop 标配台式机和笔记本电脑

IT Department is responsible for providing computers to employees who need them. This will be defined by the role profile and dependent on business and mobility requirements. Whereas, in the event of supplying someone recruited through a research project fund with computing devices, the research project manager should budget for products and warranty. Under normal circumstances, no one needs to order multiple machines for regular business use.

需要使用电脑的教职工，将由信息技术部负责提供计算机，具体硬件配置将根据每位

人员的岗位职责和移动办公需求来确定。对于使用科研项目资金招聘的人员，如果需要为其配备信息化设备，将由相应的科研项目负责人提供购买硬件和维保的预算。在通常情况下，任何员工都没有使用多台计算机的必要。

1. Employees who are expected to frequently take computers offsite, attend regular meetings or work at home will be issued with a standard laptop, docking station, external monitor, wireless keyboard and wireless mouse.
 2. Employees who work with only a computer at their desk will be given a standard desktop (including monitor, keyboard and mouse).
 3. Computer rooms, learn hubs, and library areas will be provisioned with a set number of standard desktop PC to meet the business needs.
 4. Regardless of the number of technicians or lab managers, each research lab will be provisioned with one standard desktop PC.
1. 对于需要携带电脑在校外工作，或经常参加会议的员工，将配备一套标准配置的笔记本电脑、坞站、外部显示器、无线键盘和无线鼠标。
 2. 对于只在办公桌上使用电脑的员工，将配置一套标准配置的台式机（包括显示器、键盘和鼠标）。
 3. 根据实际业务需要，计算机教室、公共学习区域和图书馆将配备一定数量的标准配置台式机。
 4. 无论每间科研实验室内的管理人员和技术人员数量，只配备一台标准配置的台式机。

In compliance with the local regulations to utilise government funding for the University's operations, purchasing a Mac product is subject to the decision of the Procurement Team.

对于是否可以购买苹果公司产品，由学校采购部门根据使用政府资金的相关法律法规要求进行决定。

Any staff replacement personnel will inherit the computer used by the previous holder of that position unless that computer was purchased or has been in use for at least four years.

在人员离职后，其使用的电脑设备将由接替该职位的员工继续使用，除非该设备是四年前购买的或者其使用年限已经超过四年。

5 Non-Standard Computing Device 非标配信息化设备

In the case that the standard desktop or laptop does not meet the required specification determined



by the demands placed through its required use, a purchasing request must be fully completed, authorised and submitted to the budget owner and the IT Department.

如果标准配置的台式机或笔记本电脑不能满足业务需要，则必须填写采购申请，提交给预算主管人和信息技术部门审批。

Using the research startup funds to request a Mac product will be subject to the final decision of the Procurement Team as outlined in Section 4. However, a justification for buying a Mac product with an external non-government research grant can be provided and approved by the respective Pro-Vice Chancellor or higher level.

根据第 4 条的陈述，学校采购部门将决定是否可以使用学校提供的科研启动资金来购买苹果公司产品。除非是使用由校外的非政府机构提供的科研资金，但需要提交相关申请，并由分管的校领导负责审批。

Upon approval, the required device will be sourced through GTIIT preferred suppliers. For non-research machines, this will replace the individual's standard computer. The final arbiter on any non-standard request is the IT Director.

经批准后，将通过 GTIIT 首选的供应商进行采购。如果新购的计算机并非科研所用，则将取代原配备的计算机。信息技术部门主管是对申请购买非标准配置设备的最终决定者。

6 Printer 打印机

The University provides a centralised print service for printing, scanning and copying in multiple locations with proven advantages in terms of confidentiality, convenience and waste reduction, negating desktop printers. Using an existing desktop printer can be appropriate, but all ongoing costs, such as cartridges or maintenance, will need to be paid from the departmental budget.

学校为所有员工提供集中式打印服务，可在多个地点进行打印、扫描和复印。此种打印管理模式在保密、方便和减少浪费等方面具有明显优势，员工应当尽量避免使用台式打印机。员工可以适当使用已经购买的台式打印机，但所有维护的费用（如墨盒或维修）将由对应的业务部门承担。

The University is minimising the number of purchases of desktop printers for cost-saving, and a new desktop printer can be purchased only for a member of senior management. A faculty member is eligible for requesting new desktop printers only with a research fund and must pay for the associated ongoing maintenance cost.

为降低运营成本，学校正在努力减少台式打印机的数量，新的台式打印机只配备给学校高层管理人员。教研人员可以使用科研专项资金购买台式打印机，但必须支付相关设备的维护费用。

7 Office Landline 办公电话

The University assigns office landlines for managers or higher level admins and faculty members with a permanent nomination. Each department receives one landline regardless of the number of physical offices. Professional units, such as the clinic, IT support, service centre, warehouse, admissions hotline, are eligible for landlines with the approval of PVC in charge.

学校为经理级别或更高级别的行政人员、及有永久提名的教研人员配备独立的办公电话机。无论一个部门有几间办公室，但学校只配备一台共用办公电话。对于有特殊需求的相关业务部门，例如诊所、IT 热线、校园服务中心、总仓库、招生热线等，可以向分管校领导申请配备。

8 Computing Device Received via Grants or Gifts 受捐赠的信息化设备

Department or faculty receiving computer equipment as gifts from an individual, corporate sponsorships, and grants must work with IT Department before accepting equipment donations, and get formal approval from the PVC in charge. Equipment gifts will be reviewed to ensure that the offering may be utilised in the GTIIT environment and an ongoing warranty can be provided.

任何部门或者教研人员在接受来自个人、企业或其它渠道捐赠的信息化设备之前，必须与信息技术部门合作，且需要获得分管校领导的正式批准。信息技术部门将对所有捐赠的设备进行检查，以确保其可以在学校的教学和办公环境中正常使用，并且能够提供持续的产品质保服务。

9 Retention 设备归还

For reasons of information security, software license compliance, and compliance with regulations on the disposal of electronic equipment, a university-provisioned device or commercial software must not be retained by staff should she/he leave.

根据信息安全、软件许可和电子设备处置的相关规定，员工在离职时不得带走由学校配备的信息化设备或商业软件。



10 Computer Replacement Cycle 计算机更换周期

The general guidelines for the replacement of primary systems are:

1. Full-time faculty and staff: At least three years from the date of a computer purchased.
2. Multimedia classrooms and computer labs: Four years from the date of a computer purchased.
3. Computers needed for part-time faculty/staff, student worker positions, temporary positions, and machines required for projects or other temporary uses will be distributed out of the IT redistribution pool of computers.
4. Computers that are part of the Computer Replacement Cycle will be replaced with a new standard computer.

各类信息化设备的更换周期如下：

1. 全职教研人员和行政员工：自设备购买之日起，至少 3 年；
2. 多媒体教室和计算机实验室：自设备购买之日起，至少 4 年；
3. 各类兼职人员、学生助理、临时人员：从信息化设备资产库调配；
4. 对于达到使用寿命的信息化设备，将被更换为一台新的标准配置设备。

11 Damage to or Loss of 损坏或者遗失

Employees should take reasonable steps to protect their computing device(s) from accidental damage and/or theft. After receiving the University-provisioned device to her/his residence, she/he is responsible for reimbursing the University for the cost of the equipment should it be stolen or damaged.

Suppose a University-provisioned computing device is lost or stolen in the University or business travel. In that case, it is the employee's responsibility to immediately notify the Department of Campus Operations & Logistics, IT Department, or campus police station, local police department. In addition, other damage or problems with the device should be reported to IT Department as soon as possible.

员工应采取合理措施保护学校的信息化设备免受意外损坏或盗窃。当员工将设备带回自己住处时，如果出现设备被盗或任何损坏，员工有责任赔偿学校的损失。如果在校园内或者出差过程中发生信息化设备遗失或者被盗，使用该设备的员工有义务立即报告给运营与后勤部门、信息技术部门、校园警务室或者当地公安部门。其他损坏或问题应尽快报告

给信息技术部。

12 Policy Implementation and Review 制度实施与审阅

The IT Director is responsible for the development, compliance monitoring and review of this policy and any related procedures. IT Department and Procurement Team are responsible for the dissemination and implementation of this policy throughout the University.

信息技术总监负责本管理制度和任何相关程序的制定、合规监控和审查。信息技术部门和采购团队负责在全校贯彻和执行本制度。