IT Hardware while working from home

Whilst we are in a crisis situation, we must remember that we are spending tax-payers money. We therefore need to work as efficiently as possible to provide a practical alternative to the office – not a perfect one, and therefore we will only provide to hardware to those in business critical roles.

The national demand for IT hardware is high and – much like the supermarkets – we need to rationalise the products on offer at the same time as making it quicker and easier to obtain them.

At Network Rail, in certain circumstances it may be appropriate for you to take IT equipment (such as monitors) home to enable you to continue working remotely. If you are taking equipment home, please email the **IT-COVID19 mailbox** with your asset number(s).
It is highly likely that desktops will NOT work if removed from the office as they are not designed for remote working. If the desktop doesn't work, please do not call the IT Helpdesk as they will be unable to support devices removed from corporate offices.

The table below will help identify the various items commonly requested and the way in which the requirement can be addressed. The reference to the Amazon site is provided to identify the types of items than may be purchased, not that they must be purchased from that retailer.

Item of IT Hardware	Can take out of the office? [3]	Can purchase and claim via expenses? [4]	Suggestions and advice	Maximum reimbursable amount
Laptop	Yes	No	If you do not have a company provided laptop, your personal device can be used to access many systems. [2]	N/A
Desktop	Not Recommended	No	Corporate desktops are not designed to operate remotely and therefore may not work. Home use of desktops will not be supported so please do not call the IT Helpdesk. Your personal desktop can be used to access many systems. [2]	N/A
iDevice (iPhone / iPad)	Yes	No	If you already have an iDevice that is lost, damaged or requires a passcode reset, please use the IT Helpdesk, option 3.	N/A
Monitor See **Top Tips** below	Yes - Email ITCovid-19 with	No Please do not purchase as	Remember that monitors mounted on desk arms are not suitable for removal.	N/A

	the asset number	the device will not be supported.	If you are able, use a personal display screen such as one from a home computer or a spare TV.	
Cable to connect to personal monitor	N/A	Yes	If you don't already have the appropriate cable, make a note of the output from your device and the input on your display and search for the correct cable. As this is home use, a 'basics' version will normally be fine.	£10
Other Phone	Yes	No	If you do not have a corporate smart device, personal devices can be used to access many systems. [2]	N/A
Other Tablet	Yes	No	If you do not have a corporate smart device, personal devices can be used to access many systems. [2]	N/A
Audio Headset	Yes	Yes	Audio Headsets on Amazon or search for 'Headset with Microphone'	£50
Keyboard / Mouse	Yes	Yes	Wireless Keyboard / Mouse on Amazon or search for 'Wireless Keyboard and Mouse'	£25
Mouse	Yes	Yes	Mouse on Amazon or search for 'Computer Mouse'	£15
Laptop stand	Yes	Yes	Stand on Amazon Or search for laptop stand	£40
Chair	Yes	No	Be creative according to your environment. Many people are using dining chairs, sofas, their bed or outdoor garden chairs.	N/A

It is important that you comply with all relevant safety requirements during uninstallation, moving and installation of the equipment.

You are responsible for the care of the equipment whilst in your care and any items removed must be returned once the COVID-19 crisis is declared over.

Top Tips

- Your ironing board can double up as a stand-up and sit-down desk or monitor stand

- Use a box under your laptop to raise the height of the screen instead of using a separate monitor

- Further tips and suggestions can be found on the [Supporting your wellbeing during the coronavirus](#) outbreak MyConnect page.

Further information

- The list of Business Continuity Leads by Region is available [here](#).

- Access from personal laptops and desktops is possible for many systems without using the corporate VPN (Remote Connect). Please see the [IT Support](#) page for more details.

- It is important that you comply with all relevant safety requirements during removal, movement and installation of the equipment. You are responsible for the equipment whilst in your care and any items removed must be returned once the COVID-19 crisis is declared over. All Items remain the property of Network Rail.

- If you claim back the cost of hardware on expenses the item becomes the property of Network Rail. If you choose to purchase and not claim on expenses, then the item remains your property.