Category	IT Infrastructure and Services	Policy Number	SUP-ITS-704	
Distribution	External	**Version**	1.0	
Responsible Office	CAFO	**Policy Owner**	IT Department	
Date Approved	11 June 2019	**Effective Date**	11 June 2019	
Date Last Reviewed	New Policy	**Due Date for Next Review**	11 June 2022	

POLICY
Stolen, Lost or Damaged IT Equipment

1. **Purpose**
   The purpose of this policy is to ensure maximum safekeeping of Zayed University's IT equipment.

2. **Scope of Application**
   This policy applies to all ZU students and employees, whether full- or part-time, paid, or unpaid, temporary or permanent.

3. **Policy**
   3.1 The IT equipment (computers, cameras, mobile devices, iPads, etc.) that has been provided by the university to the user (employees and students) to perform their jobs, is the property of Zayed University. It is therefore the responsibility and obligation of the user to care for, safeguard, and keep the equipment as close to new condition as possible.
   3.2 The IT equipment is for academic/administrative use only and not for personal or other use.
   3.3 All users must inspect the equipment and be satisfied that they are in good working order before checkout. Any fault(s) during inspection shall be reported at the time of checkout. Users who miss or fail to inspect the equipment at checkout will be responsible and shall not be excused from fault(s) identified during check-in.
   3.4 The user may be financially liable for lost or stolen equipment depending on the nature of the incident or negligence of the user.

4. **Related Policies and Laws**
   SUP-FIN-12 University Assets and Inventory Management
   SUP-FIN-14 General University Insurance
   SUP-FPM-305 Reporting Loss or Theft of University Property
   SUP-HR-08 Employee Conduct

5. **Administration**
   This policy is administered by the Information Technology Department. Any questions can be directed to the Director of the Information Technology Department.

6.   Revision History

Date	Revision
19 February 2023	Administrative change: • Updated the information header and policy numbers to be in line with the new format. • Updated the policy number from SUP-ITS-15 to SUP-ITS-704
9 October 2019	Non-substantive changes: Reformatted and updated policy numbers
11 June 2019	Approved by the President (President's Decree No.18 of 2019) New Policy