


Category	IT Infrastructure and Services	Policy Number	SUP-ITS-103	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	2.1	
Responsible Office	CAFO	Policy Owner	ITD Director	
Date Approved	22 April 2025	Effective Date	22 April 2025	
Date Last Reviewed	19 November 2024	Due Date for Next Review	22 April 2028	

POLICY

Bring Your Own Device

1. Purpose

This policy establishes the rules of use for personally owned devices to access and store Zayed University data for academic and administrative use.

2. Scope of Application

This policy applies to all Zayed University students, faculty, staff, and third-party users (external to the University).

3. Definitions

CAFO	Chief Administration and Finance Officer
ITD	Information Technology Department
POD	Personally Owned Device, such as a laptop or mobile phone
University	Zayed University
ZU	Zayed University

4. Policy

4.1 This policy is intended to protect the security and integrity of Zayed University (“**University**” or “**ZU**”) data, and technology infrastructure.

4.2 ZU students and third-party users must abide by the rules for the proper use of personally owned devices (“**POD**”) configured to use ZU’s services (Internet, emails, internal portals, applications, etc.) to protect the confidentiality and integrity of sensitive data and applications, and the availability of services at the University, protecting both POD and their users, as well as corporate assets, and the continuity of University business.

4.3 ZU users and third-party users must agree to the terms and conditions set forth in this policy and associated procedures to connect their devices to the University network.

- 4.4** Students are required to bring a working POD with a minimum hardware specification as specified by the respective College.
- 4.5** POD users must have the latest Anti-Virus program running on their devices with updated signatures before connecting to the ZU network.
- 4.6** POD users must ensure that the POD operating system is updated before connecting to the ZU network.
- 4.7** POD users must ensure to separate their personal data from business data. Personal data is the sole responsibility of the users. Business data must not be stored on the POD.
- 4.8** In the event of service provisioning and/or a security incident, the University Information Technology Department (“**ITD**”) might require access to the device. In such cases, the user must hand over their device to ITD along with the necessary passcode.
- 4.9** Details specific to the device support of this policy are included in the accompanying procedures, and associated guidelines and manuals.
- 4.10** Exceptions to this policy will be considered on a case-by-case basis, and a written request must be submitted to either the CAFO or Provost, as appropriate, for approval.
- 4.11** ZU reserves the right to revoke this POD privilege if users do not abide by this policy and the rules of use. ZU will never access sensitive personal information from a user’s device or make it available to a third party.

5. Related Policies and Laws

- SUP-ITS-203 Information Security
- Telecommunications and Digital Government Regulatory Authority (TDRA) Regulations for Information Technology Security in Federal Entities

6. Administration

This policy is administered by the Client Services Unit, ITD.

7. Revision History

Date	Revision	Ver.
22 April 2025	Approved by the CAFO.	2.1
19 November 2024	Non-substantive updates: <ul style="list-style-type: none"> • Increased Scope of Application to include all users. • Updated Article 4.7 to include “business data must not be stored on the POD.” • Updated Article 4.8 to include security incidents. • Reworded 4.10 for greater clarity. 	

	<ul style="list-style-type: none"> • Removed requirement for annual review. • Updated the name of the TDRA. 	
11 February 2023	Administrative change: <ul style="list-style-type: none"> • Updated the information header and policy numbers to be in line with the new format. • Updated the policy number from SUP-ITS-16 to SUP-ITS-103. 	
17 June 2021	President's Decision issued (PD#31 of 2021).	2.0
4 October 2020	Non-substantive change approved by CAFO.	1.1
6 January 2020	Updated the policy number to SUP-ITS-16 from SUP-ITS-13.	
12 March 2018	New policy approved by the University Council.	1.0