Category	IT Infrastructure and Services	Policy Number	SUP-ITS-704	
Classification	Public	Version	1.1	
Responsible Office	CAFO	Policy Owner	ITD Director	
Date Approved	22 April 2025	Effective Date	22 April 2025	
Date Last Reviewed	15 November 2024	Due Date for Next Review	22 April 2028	

POLICY
Stolen, Lost, or Damaged IT Equipment

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

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

3. **Definitions**

CAFO	Chief Administration and Finance Officer
IT	Information Technology
ITD	Information Technology Department
University	Zayed University

4. **Policy**
   4.1 The Information Technology ("**IT**") equipment (computers, cameras, mobile devices, iPads, etc.) that has been provided by Zayed University ("**University**") to its employees and students to fulfill their job/study responsibilities is the property of the University. The user is responsible for the care, security, and upkeep of the equipment provided to them, and for ensuring that it remains in good condition throughout the duration of its use.

   4.2 University-provided IT equipment is intended strictly for academic or administrative purposes. Personal use of the equipment is prohibited and may lead to disciplinary action.

   4.3 All users must inspect the equipment provided to them and be satisfied that it is in good working order before checkout. Any fault(s)/damage discovered during the inspection must be reported at the time of checkout.

4.3.1 Users who do not inspect the equipment or who miss a fault/some damage during their inspection at checkout will still be held responsible for the condition of the equipment at check-in. The user will be held responsible for fault(s)/damage identified during check-in that were not reported at the time of checkout.

4.4 In the event of loss, theft, or damage of the IT equipment provided to them, users must follow the appropriate procedure (as described in the accompanying Procedures), and ensure that they report the incident to the ITD Service Desk promptly, and submit all the required documentation.

4.4.1 Users may be financially responsible for lost, stolen, or damaged equipment in cases of negligence or mishandling by the user.

4.5 Users are responsible for safeguarding sensitive data/information stored on University-owned equipment and must report any potential security breach to the ITD Service Desk as soon as possible after the breach has been noticed.

5. Related Policies and Laws

- SUP-ITS-104 Acceptable Usage
- SUP-ITS-203 Information Security
- SUP-ITS-204 Data Security
- SUP-FIN-12 University Assets and Inventory Management
- SUP-FIN-14 General University Insurance
- SUP-FPM-305 Reporting Loss, Theft, or Damage of University Property
- SUP-HR-08 Employee Conduct
- SUP-HR-11 Disciplinary Measures

6. Administration

This policy is administered by the Purchasing and Replacement Unit, ITD.

7. Revision History

Date	Revision	Ver.
22 April 2025	Approved by the CAFO.	1.1
15 November 2024	Non-substantive updates: • Updated the formatting. • Added Definitions section. • Reworded for greater clarification (4.1, 4.2 and 4.4). • Added 4.5 re: data/information security to be in line with other policies. • Updated the related policies.	
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.	
6 January 2020	Updated the policy number from SUP-ITS-17 to SUP-ITS-15.	

| 11 June 2019 | New policy approved by the President (PD#18 of 2019). | 1.0 |