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|---------------------------|--------------------|---------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Policy Group</b>       | IT Services        | <b>Policy Number</b>            | SUP-ITS-18        | <br>جامعة زايد<br>ZAYED UNIVERSITY |
| <b>Responsible Office</b> | Office of the CAFO | <b>Distribution</b>             | External          |                                                                                                                       |
| <b>Date Approved</b>      | 4 October 2020     | <b>Effective Date</b>           | 4 October 2020    |                                                                                                                       |
| <b>Date Last Reviewed</b> | New Policy         | <b>Due Date for Next Review</b> | 30 September 2023 |                                                                                                                       |

## **POLICY**

### **Internet Content Management and Control**

#### **1. Purpose**

The purpose of this policy is to outline the principles governing the management and control of internet usage at Zayed University.

#### **2. Application**

This policy applies to all ZU users, and any third-party representatives who have been provided an internet access via the ZU network.

#### **3. Policy**

- 3.1 All ZU users, and any third-party representatives are provided with facilities and equipment to access the internet for the purpose of enhancing education and/or increasing productivity in terms of work, academic or research related activities.
- 3.2 The Information Technology Department shall monitor internet usage from all computers and devices connected to the ZU network. If any usage is deemed inappropriate, access shall be blocked automatically.
- 3.3 The Information Technology Department shall periodically review internet usage by monitoring filtering systems and processes to ensure compliance to the policy.
- 3.4 Noncompliance to this policy may lead to disciplinary action.

#### **4. Related Policies and Laws**

SUP-ITS-01 Acceptable Usage  
 SUP-ITS-02 Internet Usage Policy  
 SUP-ITS-04 Information Security  
 SUP-HR-11 Disciplinary Measures  
 Cabinet Decision No. (21) of 2013 concerning Information Security Regulation for Federal Entities

#### **5. Administration**

This policy is administered by the Information Technology Department.

**6. Revision History**

| <b>Date</b>       | <b>Revision</b>                                                                                                 |
|-------------------|-----------------------------------------------------------------------------------------------------------------|
| 4 October 2020    | President's Decree issued (PD #90 of 2020).                                                                     |
| 30 September 2020 | Approved by the University Council.                                                                             |
| 13 February 2020  | New policy submitted to CAFO Management Council for review and recommendation, and endorsed for further review. |