**Arab Open University – Kingdom of Saudi Arabia
ACCEPTABLE USE POLICY
February 2025**

Kingdom of Saudi Arabia
Council of Universities Affairs
Arab Open University

المملكة العربية السعودية
مجلس شؤون الجامعات
الجامعة العربية المفتوحة

Article (1): Title

This policy shall be referred to as the "Acceptable Use Policy at the Arab Open University."

Article (2): Definitions

- University: Arab Open University in the Kingdom of Saudi Arabia.

- President: The President of the Arab Open University in the Kingdom of Saudi Arabia.

- Personal Data: Any data in its various forms relating to stakeholders of the Arab Open University, including information that identifies an individual, or information retained by the University, its partners, agents, or any third party.

- Assets: Information of value to the University, including networks, devices, information, software, media, and information systems.

- Security Incidents: An event or series of undesired or unexpected information security events that may cause harm to the University's assets.

Article (3): Introduction

The Arab Open University aims to ensure cybersecurity requirements related to the use of its systems and assets, protecting them from internal and external threats, and maintaining the confidentiality, availability, and integrity of information.

This policy also aims to comply with the cybersecurity requirements issued by the National Cybersecurity Authority, as mandated in Control No. 2-1-3 of the Essential Cybersecurity Controls (ECC-1:2018).

This policy applies to all assets, IT operations, and processes of the University, as well as all users of its information assets, including permanent and temporary administrative and academic staff.

Any violation of this policy shall subject the violator to disciplinary measures in accordance with the procedures adopted at the Arab Open University.

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Article (4): Policy Objectives

4-1 Ensure the appropriate use of ICT resources to achieve the University's objectives.

4-2 Encourage users to understand their rights and responsibilities when using ICT resources.

4-3 Protect the confidentiality, integrity, and availability of information stored on the University's network.

Article (5): Acceptable Use Policy Provisions

5-1 University resources must be used only for authorized purposes that facilitate University operations, and not for unrelated activities.

5-2 Users must maintain the confidentiality of information and not disclose it to anyone (internal or external) without proper approval.

5-3 Users must safeguard University assets when using them and ensure they are used solely for University-related activities.

5-4 Users must not install unauthorized software on University computers.

5-5 Internet services must be used for University-related activities.

5-6 Users must not disable antivirus software installed on University devices.

5-7 Users must secure sensitive information on their devices and log off before leaving.

5-8 Users must adhere to password confidentiality rules and not disclose them.

5-9 The University reserves the right to monitor all user activities on its systems and internet.

5-10 The University email must be used for official transactions; personal emails are not allowed.

5-11 The University email must not be used for personal purposes.

5-12 The University has the right to block any website(s) that conflict with its objectives and interests.

5-13 The University reserves the right to amend policies periodically to align with legislative and regulatory requirements.

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5-14 Users must report security incidents or suspicious activity to the IT Support Department.

Article (6): Exceptions

All University staff must adhere to this policy. Any exceptions must be approved by the IT Department.

Article (7): Sanctions

Any violation of this policy shall subject the violator to disciplinary action in accordance with the established procedures of the Arab Open University.

Article (8): General Provisions

a. This policy supersedes any previous regulations related to 'Data and Records Management at the Arab Open University.'

b. Cases not addressed in this policy shall be referred by the IT Department to the University Council for resolution.