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Guideline for Video Conference Service

Chapter :
Telecommunication

Sub Chapter :
Status : APPROVED

Version No : 01
Revision No : 00

1.0 OBJECTIVE

The objective of this document is to define the guideline for video conference service in IIUM.

2.0 GOVERNING POLICY

2.1 (IIUM/ITD/ICTPOL/3.2) Policy for Video Conference Service.

3.0 GUIDELINE

The following are the guidelines on Video conference service:

- 3.1. The users shall make an earlier schedule for their Video Conference Session as to allow technical team to perform some test calls, QoS checking and bandwidth checking.
- 3.2. Users are not allowed to alter or change or modify any setting that have been configured at the Video Conference System.
- 3.3. Be aware the the Video Conference room noise must be kept at a minimum to ensure that the far-end can hear. If there is a noise activity planned during the video conference session, the choice can be to mute the audio during the session.
- 3.4. Professional dress code is highly recommended , and also simple clothing provide less distraction in an on-camera experience.
- 3.5. Do not present any content that is obscene, defamatory, profane, libelous, threatening, condemn, embarrassing as to deface the IIUM name or any personal. Also, transfer or receive files that contains viruses, Trojan horses, worms, or any other computer code through the video conference session that is intended to damage, interfere with, or surreptitiously intercept or expropriate any system, data, or information.
- 3.6. IIUM staff shall behave in a proper manner during the video Conference Session. Do not show any nasty, pornographic signal or words during the session.

3.7. IIUM staff members are personally legally responsible for any content they present. Be aware of applicable laws regarding presenting or sharing the content or regarding the content itself before presentation or sharing. This includes adhering to the secrecy of the exposed information.

3.8. IIUM staff members are advised not to use the University resources as a tool for profit making. The video conference service shall be used as the knowledge sharing platform, management meeting, and any other that is related to the interest of IIUM.

4.0 RESPONSIBILITY FOR IMPLEMENTATION

The responsibility for the implementation of this guideline resides with the Head of Department (Network and Telecommunication Department, ITD).

5.0 ENTITIES AFFECTED BY THIS GUIDELINE

All staff of the University is affected by this policy.

6.0 DEFINITION

Term	Definition
ITD	Information Technology Division
IIUM	International Islamic University Malaysia

7.0 REVISION HISTORY

Requestor	Description	Submission Date	Approval Date
Shukri Abd Rahman, ITD	Initial draft	10/12/2008	–
Shukri Abd Rahman, ITD	Reviewed by ICT Policy Review Committee Meeting No. 2/2008	30/01/2009	–
Shukri Abd Rahman, ITD	Approved by ICT Policy Review Committee Meeting	–	

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