



# Guideline for IIUM-Video Conferencing Services

## *IIUM ICT GUIDELINES*

**PREPARED FOR:**

International Islamic University Malaysia

**PREPARED BY:**

Information Technology Division

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## IIUM ICT Guidelines

### Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
Initial Draft	10/12/2008	3	
Version 1.0	30/01/2009	3	
Version 2.0	14 April 2017	6	New page format
Version 3.0	27 May 2020	6	New page format & content

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## IIUM ICT Guidelines

### Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Shukri Abdul Rahman	Initial Draft	10/12/2008	
Shukri Abdul Rahman	Reviewed by ICT Policy Review Committee Meeting No. 1/2011	30/01/2009	
Mohd Rafiulddin Bin Marzuki	Submission and Review by ITG	14/04/2017	
Shahidah Mahbob	Update and Endorsement in ITD Management Meeting	23/06/2020	23/06/2020

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# IIUM ICT Guidelines

## 1. OBJECTIVE

- 1.1 The Guideline shall apply to all staff of the University.
- 1.2 The Guideline aims to ensure that the video conferencing services is to support meeting based on eligibility.
- 1.3 The Guideline shall be read together with the IIUM Security Policy, Policy for Network Services and related University policies.

## 2. TERMS AND DEFINITIONS

Term	Definition
<b>IIUM</b>	The International Islamic University Malaysia, otherwise known as “the University”
<b>ICT</b>	Information and Communication Technology
<b>CIO</b>	Chief Information Officer
<b>ITD</b>	Information Technology Division
<b>ITD Management</b>	CIO, Director, Deputy Directors and Team Leaders of ITD.
<b>Equipment</b>	The equipment refers to either a desktop computer, notebook, mobile phone or tablet.

## 3. ELIGIBILITY

- 3.1 Video Conference eligibility is for IIUM Higher Management as follows:
  - 3.1.1 Rector
  - 3.1.2 Deputy Rectors
  - 3.1.3 Board of Governors
  - 3.1.4 University Management Committee
  - 3.1.5 Meeting with Ministry and Government Agencies
  - 3.1.6 Senate Meeting
  - 3.1.7 Sejahtera Council and Committee
  - 3.1.8 Deans Council

## 4. RESPONSIBILITY OF STAFF

- 4.1 The users shall make an earlier schedule for their Video Conference Session as to

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allow technical team to perform some test calls, audio checking and bandwidth checking.

- 4.2 Users are not allowed to alter or change or modify any setting that have been configured at the Video Conference System.
- 4.3 Be aware 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.
- 4.4 Professional dress code is highly recommended, and simple clothing provide less distraction in an on-camera experience.
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 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, meeting, and any other that is related to the interest of IIUM.

### 5. IMPLEMENTATION AND NON-COMPLIANCE

- 5.1 The Director of ITD holds the responsibility for the implementation of this guideline and shall take necessary actions in the event of violation of this guideline.
- 5.2 This guideline is applicable to the University community and any infringement of the guideline may subject to disciplinary actions and any other actions deem necessary.

### 6. ENFORCEMENT

This guideline is applicable to all staff of the University and any infringement of the guideline may subject to disciplinary actions.

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## **IIUM ICT Guidelines**

### **7. MAINTENANCE OF GUIDELINE**

The Information Technology Division is responsible for the formulation and maintenance of this guideline.

### **8. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES**

8.1 This guideline shall be read together with the following or any documents which recently approved:

8.1.1 ICT Regulations

8.1.2 IIUM Security Policy

8.1.3 Policy for Network Services

8.1.4 Related IIUM ICT Policies