



# Guidelines 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. OBJECTIVES

- 1.1 The IIUM-Video Conferencing Services Guidelines shall apply to all staff of the University.
- 1.2 The Guidelines are to ensure that the IIUM video conferencing services are used to support video conferencing meetings based on eligibility.
- 1.3 The Guidelines 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 The IIUM-Video Conferencing services are eligible to be used by the IIUM Top Management and related committees/councils/meetings 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 staff responsible to arrange for the video conferencing sessions shall ensure that the relevant bookings are made in advance to allow the technical team to perform the relevant test calls, audio and bandwidth checks.

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- 4.2 Users are not allowed to alter, change, or modify any settings that have been configured for the Video Conferencing System.
- 4.3 Noise in the room where the video conferencing is being held must be kept at a minimum to ensure that the other end of the meeting can hear. The host of the meeting can choose to mute the participants if needed.
- 4.4 A simple and professional dress code is highly recommended, as it provides less distraction in an on-camera experience.
- 4.5 Do not present any contents that are obscene, defamatory, disrespectful, libelous, threatening, condemning, or embarrassing, which may degrade the IIUM name and reputation or any person/s. Also, do not transfer or receive files that contain viruses, Trojan horses, worms, or any other computer malware 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 gestures, hand signals or use bad words during the session.
- 4.7 IIUM staff members are personally legally responsible for any contents that they present or share during the video conferencing session. Be aware of applicable laws regarding presenting or sharing illegal or inappropriate contents. 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 conferencing service shall be used as a knowledge sharing platform, for meetings, and any other reasons related to the interest of the university.

### 5. IMPLEMENTATION AND NON-COMPLIANCE

- 5.1 The Director of ITD holds the responsibility for the implementation of these guidelines and shall take necessary actions in the event of violation of the guidelines.
- 5.2 The guidelines are applicable to the University community and any infringement of the guidelines may be subjected to disciplinary actions and any other actions deem necessary.

### 6. ENFORCEMENT

These guidelines are applicable to all staff of the University and any infringement of the guidelines may be subjected 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 have been 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