



Policy on Website, Web Application and Webhosting

IIUM ICT POLICY DOCUMENT

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

Information Technology Division

IIUM ICT Policy

Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
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Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Adis Nabawi, ITD	Initial draft	12/3/2020	
Abu Hurairah A. Manaf	Submission to ICT Committee No. 01/2020	20/10/2022	20/10/2022

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1. OBJECTIVE

The objective of this document is to define the policy for Websites, Web Applications and Webhosting for IIUM

2. SCOPE

The scope for this policy covers all items related to the Website, Web Application and Webhosting hosted under IIUM

3. TERMS AND DEFINITIONS

Term	Definition
IIUM	The International Islamic University Malaysia, otherwise known as the "University"
ICT	Information and Communication Technology
ITD	Information Technology Division
ITD Management	CIO, Director, Deputy Directors and Team Leaders of ITD
CIO	Chief Information Officer

3. POLICY STATEMENTS

1. All websites, web applications and web hosting related to IIUM must be hosted under IIUM Hosting. Any exception is subject to approval from the CIO.
2. Any related website, web application, and web hosting that involve a third party must be recommended by ITD before proceeding with the implementation.
3. ITD must approve any software/plugins before installation. ITD reserved the right to reject any software/plugins.
4. Information to be published:
 - 4.1. The website's owner must ensure that information published is accurate, up-to-date, and complete. The content on websites that are no longer in use or have reached the end of its lifecycle should be archived accordingly.
 - 4.2. Please refer to Web Content Guidelines for the details guide.
5. The list of content and behaviour prohibited (but not limited to):
 - 5.1. Content that spreads false or fake news.
 - 5.2. Content that contains or includes links to nudity, pornography, adult content, materials with sex or foul language etc.
 - 5.3. Content that condones, promotes, contains, or links to warez, cracks, hacks, associated utilities, or other piracy-related information, whether for educational purposes or not.
 - 5.4. Content that promotes deviant teaching and content that exploits children
 - 5.5. Content that has been promoted by sending unsolicited email (SPAM), mail fraud schemes, or pages that promote or condone the sending of unsolicited email. The bulk email originating from our server's mass distributed to unknown recipients soliciting products or services and/or bulk email NOT originating from our server's mass distributed to unknown recipients soliciting products or services relating to the staff web hosting account will result in immediate account suspension.
 - 5.6. Content that is grossly offensive to the community, including blatant expressions of bigotry, prejudice, racism, hatred, or excessive profanity, or posts any obscene, filthy, excessively violent, harassing, or otherwise objectionable material.
 - 5.7. Content that sells or promotes any unlawful products or services in the location where the content is posted or received.
 - 5.8. Content that infringes or violates any copyright, patent, trademark, service mark, trade name, trade secret, or other intellectual property rights of any third party.
 - 5.9. Content promotes fraud, multi-level marketing (pyramid) schemes or other illegal or fraudulent activities.
 - 5.10. Content posts or discloses any personally identifying or private information about any third parties without their express consent.

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6. The new website, web application and web hosting must use the Secure Sockets Layer (SSL) registered under IIUM Domain.
7. Any Website, Web Application and Webhosting for personal use is prohibited. Any exception is subject to the approval from CIO either by email or official letter.
8. All payments must follow IIUM Financial Policy
9. All information collected must adhere to the IIUM Privacy Policy.
10. All websites must adhere to the Guideline on Website, Web Application and Webhosting

4. IMPLEMENTATION AND NON-COMPLIANCE

The Director of the Information Technology Division holds the responsibility for the implementation of this policy and shall take necessary actions in the event of a violation of this policy.

5. ENFORCEMENT

This policy applies to all staff of the University, and any infringement of the policy may subject to disciplinary actions.

6. MAINTENANCE OF POLICY

- 6.1 The Information Technology Division is responsible for the formulation and maintenance of this policy.

7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

7.1 This policy shall be read together with the following or any documents which recently approved:

- 7.1.1. ICT Regulations
- 7.1.2. IIUM Financial Policy
- 7.1.3. Policy on Procurement of ICT Resources
- 7.1.4. IIUM ICT Security Policy
- 7.1.5. Visual Identity (<https://www.iium.edu.my/office/ocap/corporate-identity-resources>)