INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)

Document No : IIUM/ITD/ICTPOL/3.2 **Effective Date :** 30/01/2009	**Policy for Video Conference Service**	**Chapter :** Telecommunication **Status :** APPROVED **Version No** : 01 **Revision No** : 00

1.0 OBJECTIVE

The objective of this document is to define the policy for IIUM Video Conference services provided by the University.

2.0 SCOPE

The scope of the policy applies to all IIUM Video Conference services that are provided by the University

3.0 POLICY STATEMENT

3.1. General

3.1.1   The University provide video and tele-conferencing facilities to be used by all full time administration and academic staff.

3.1.2   The video and tele-conferencing services is available for session between IIUM campuses and also for session between IIUM and the public.

3.1.3   The University reserves the right to reject or cancel any video and tele-conference session when deem necessary.

3.2. Acceptable Use

3.2.1   The video and tele-conference shall be used for educational and administrative purpose only.

3.2.2   The video and tele-conference services shall not be used for personal calls.

3.2.3   Any damage to the equipment through misuse or other means during the video conference session shall be responsible of the user

3.3. Reservation Policy

3.3.1 Scheduling of the Video Conference session shall be made through Video Conference Request form to ServiceDesk, at least three (3) days in advance of the anticipated date.

3.3.2 The requester shall notify the ITD ServiceDesk immediately in the event of cancellation.

3.3.3 If there is a scheduling conflict, the needs of high level meeting will be the priority.

3.3.4 For the conferencing session between IIUM and public, the user shall be responsible for providing necessary site-coordination such as IP address or ISDN number of the remote site for technical team to conduct a test session prior to the actual conference session.

4.0 RESPONSIBLITY FOR IMPLEMENTATION

The responsibility for the implementation of this policy lies with the ITD Director and Head of Department (Network & Telecommunication, ITD).

5.0 ENTITIES AFFECTED BY THIS POLICY

All staff of the University is affected by this policy.

6.0 ENFORCEMENT

Anyone found to have violated this policy may be subjected to loss of certain privileges or services. Possible disciplinary actions and reimbursement of payment to the University may be proposed to the relevant higher authority.

7.0 DEFINITION

Term	Definition
IIUM	The International Islamic University Malaysia, otherwise known as the "University"
ICT	Information and Communication Technology
ITD	The Information Technology Division of the University
Local entities	The University's Kulliyyahs, Centres and Divisions.

8.0 RELATED DOCUMENT

8.1. Guideline for Video Conferencing (IIUM/ITD/ICTPOL/3.3)

9.0 REVISION HISTORY

Requestor	Description	Submission Date	Approval Date
Shukri Abd Rahman, ITD	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 Council No. 1/2009	_	30/01/2009