

INTERNATIONAL ISLAMIC UNIVERSITY
MALAYSIA



Policy for Responsible Use (Student)

IIUM ICT POLICY DOCUMENT

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

Information Technology Division

IIUM ICT Policy

Document Change Log

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IIUM ICT Policy

Responsibility and Activity Log

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IIUM ICT Policy

1. OBJECTIVE

The ICT resources of the IIUM are provided to support the teaching, research, consultancy, and administrative activities of the University. This policy deals with the provision of information and communication technology resources by IIUM and the associated responsibility of authorized users i.e., IIUM staff members when accessing these resources.

2. 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

3. SCOPE

The policy is based on the following principles, which must be adhered to by all those responsible for the implementation of this policy and to whom this policy applies:

- The ICT resources of IIUM are provided to support teaching, research, and consultancy and administrative activities of the University.
- Authorized users are granted access to university resources, sensitive data and external networks on the basis that their use of ICT resources shall be responsible, ethical and lawful at all times.
- Authorized users are required to observe IIUM ICT Policy and Malaysian Cyber Laws which may apply.
- Data and information relating to persons and other confidential matters acquired for business purposes shall be protected.
- University Business information shall be protected from unauthorized and/or accidental disclosure; and
- University ICT resources must not under any circumstances be used to humiliate, intimidate, offend or vilify others on the basis of their race or gender.

IIUM ICT Policy

Students are required to use the ICT resources in a responsible, ethical, and lawful manner. This policy, to which all staff should adhere, identifies what is acceptable use including the personal use of ICT resources. This policy identifies the possible consequences should a breach of the policy occur.

4.0 POLICY STATEMENT

4.1 ICT Resources

The policy governs all ICT facilities including the IIUM network, all computers, computing laboratories, all associated networks in classrooms, lecture theatres and video conferencing rooms across the University, internet access both wired and wireless, email, hardware, data storage, computer accounts, and software (both proprietary and those developed by the University).

4.2 Access to ICT Resources

Users of the ICT resources must be aware of the conditions on which access is provided. Access to the ICT resources is restricted to authorised users, i.e. staff members and registered students of the IIUM.

Login access to the ICT resources is granted by the Information Technology Division (ITD). Access to some Kulliyah-owned resources or facilities will be granted by the respective Kulliyahs. The Administrator of an ICT facility may restrict access to an individual user on the grounds that the user is in breach of this policy.

Unlawful use will breach this policy and will be dealt with as a disciplinary offence. Unlawful use of ICT Resources may also lead to criminal or civil legal action being taken against individual students.

This could result in serious consequences such as a fine, damages and/or costs being awarded against the individual or even dismissal. The University will not defend or support any student who uses ICT resources for an unlawful purpose.

4.3 Regulations for Responsible Use of ICT Resources:

- i. Students must abide by the terms of copyright laws, software licensing agreements, and contracts that pertain to the University's computing, information, and communications resources. Reproduction or distribution of copyrighted works, including, but not limited to,

IIUM ICT Policy

images, video, text, audio, or software, without permission of the owner may be an infringement of the Malaysian Copyright Law.

- ii. The University's ICT resources are intended to be used to fulfil the University's vision and mission. Use of any of the University's ICT resources for personal profit or gain or for commercial purposes is strictly prohibited.
- iii. Students must be considerate in the use of shared resources and not perform acts that are wasteful of computing resources or that unfairly monopolize resources. Examples include but are not limited to, junk mail, chain letters, games, creating unnecessary multiple jobs or processes, obtaining unnecessary output, creating unnecessary network traffic, or printing an excessive number of copies of any documents such as resumes, theses, and dissertations.
- iv. Students may not access, send, or store any messages and/or material that is found to be fraudulent, harassing, or in violation of any local or international law.
- v. Students are responsible for the security of their computer accounts, including the changing of passwords on a regular basis. Students are also responsible for all activities that originate from their accounts. Computer accounts are University property and are deactivated according to IIUM policies and procedures.
- vi. Allowing another individual to use one's computer account and/or password is strictly prohibited.
- vii. Students may not attempt to access another user's electronic communications, nor may they read, copy, change, or delete another user's files or software without permission of the user.
- viii. Use of the campus network to gain unauthorized access to any computer account or computer system, to attempt to bypass data protection schemes, to uncover a security loophole, or to mask the identity of a computer account or machine is prohibited.
- ix. Although the University respects the privacy of an individual's electronic communications, students should be aware that files and mail messages are not guaranteed to be private or secure. Files and messages may be viewed in the course of routine management of computing, telecommunications, and network services. In the event of a security breach, suspected breach, suspected illegal activity, or suspected violation of University policy, files and/or mail may be

IIUM ICT Policy

accessed by authorized personnel.

- x. Students may not deliberately perform an act that will interfere with the normal operations of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with any component of a local area network (LAN), Intranet, or wide area network (WAN); blocking communication lines; or interfering with the operational readiness of a computer.
- xi. Students may not install, run, or give to another user a program that is intended to or is likely to damage a file or computer system and/or reproduce itself on university computer systems. This includes, but is not limited to, programs known as Trojan horses, viruses, root kits, or worms.
- xii. Software and/or information that infringes upon the rights of another or that gives unauthorized access to another computer account or system must not be placed on any University-owned computer system or computer connected to the University's network.

4.4 Misuse of ICT Facilities

- i. **Unauthorized access to accounts** - Users are expressly forbidden **unauthorized** access to accounts, data or files on IIUM ICT resources, or on ICT resources belonging to other organizations.
- ii. **Student Computing Laboratories** - Users of student computing resources are required to abide by all the rules and guidelines set by the relevant authorities.
- iii. **Peer to Peer (P2P) filesharing programs** - installation or use of peer to peer filesharing programs such as Kazaa, BitTorrent etc is not permitted on computers connected to the IIUM network.
- iv. **Unlawful activities** - Users are not permitted to use IIUM ICT resources for unlawful activities, e.g. infringement of copyright, defamation etc.
- v. **Databases, online journals, ebooks** - use of electronic resources provided by the IIUM is governed by individual licence agreements and is for non-commercial research and study purposes only. Users are required to comply with the use restrictions set out on the specific site or stated in the licence agreement, and must not

IIUM ICT Policy

- systematically download, distribute or retain substantial portions of information.
- vi. **Pornography** - Users are not permitted to utilize the University's ICT resources to access pornographic material or to create, store or distribute pornographic material.
 - vii. **Computer Games** - Game playing is not allowed on IIUM ICT resources, except as a formal component of a University academic subject or through a Kulliyah, Centre or Division-sponsored event.
 - viii. **Assignment services** - Users are not permitted to use ICT resources to sell or purchase assignments, or to offer to write assignments or to request help with assignments.
 - ix. **No Business Activities** - Users are not permitted to run a business or to publish a journal or magazine (unless authorised by the University) on IIUM ICT resources.
 - x. The University reserves the right to withdraw a service or withdraw access for student owned computers if there is evidence of misuse of ICT resources.

5.0 RESPONSIBILITY FOR IMPLEMENTATION

The responsibility for the implementation of this policy resides with the ITD Director.

6.0 ENTITIES AFFECTED BY THIS POLICY

All students of the University.

7.0 ENFORCEMENT

Alleged or suspected violations of the "Responsible Use of ICT Resources – IIUM Students" should be reported to the Deputy Rector's Office (Students' Affairs and Alumni).

Abuse of ICT privileges is subject to disciplinary action, which may include the loss of these privileges and other disciplinary sanctions up to and including dismissal. A student who abuses the University's computing, information, and communications resources may also be subject to civil action and/or criminal prosecution. The IIUM will pursue criminal and civil prosecution of violators when appropriate. Individuals

IIUM ICT Policy

will also be responsible for any financial loss to the University that results from inappropriate use of ICT resources.

8.0 RELATED DOCUMENT

8.1 (IIUM/ITD/ICTPOL/2.5) Guideline for IIUM Computer Lab Ratio

8.2 (IIUM/ITD/ICTPOL/2.6) Guideline for Software Licensing