# INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

# Policy for IIUM Network Services

## IIUM ICT POLICY DOCUMENT

**PREPARED FOR:**

International Islamic University Malaysia

**PREPARED BY:**

Information Technology Division

### Document Change Log

| Release Version | Date | Pages Affected | Remarks/Change Reference |
|---|---|---|---|
| Version 1.0 | 30-JAN-2009 | 3 | |
| Version 2.0 | 14-APR-2017 | 6 | New page format , 3.1.2 – add Special Mahallah |
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## *Responsibility and Activity Log*

| Requestor | Description | Submission Date | Approval Date |
|---|---|---|---|
| Shukri Abd Rahman | Reviewed by ICT Policy Review Committee Meeting No. 2/2008 | 18/09/2008 | - |
| Shukri Abd Rahman | Approved by ICT Council No. 1/2009 | 18/09/2008 | 30/01/2009 |
| Shukri Abd Rahman | Reviewed by ICT Policy Review Committee Meeting No. 1/2010 | 7/05/2010 | 30/01/2009 |
| Mohd Zahir Mat Salleh, ITD | Submission and Review by ITG and OLA<br><br>Reviewed by ITG and ITD Management (Agreed to combine network and wireless services in one policy) | 14/04/2017<br><br>07/07/2017 | |
| Ahmad Naim Hamat | Approved by ICT Committee Meeting No. 1/2018 | 14/05/2018 | 14/05/2018 |
| Shahidah Mahbob | Reviewed and Vetted by OLA | 14/04/2017 | 14/04/2017 |
| Shahidah Mahbob | Approved by ICT Committee No 2/2019 | 12/12/2019 | 16/12/2019 |

**[**IIUM/ITD/ICTPOL/4.1**]**

## 1. OBJECTIVE

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

## 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. |
| **ITD Management** | CIO, Director, Deputy Directors and Team Leaders. |
| **Staff** | Permanent Staff and Contract Staff of IIUM. |
| **External party** | Guest or visitors. |
| **Network-connected** | All devices that are connected by wire, optical cables, or wireless to the digital telecommunication networks that are owned and/or operated by the University. |

## 3. POLICY STATEMENTS

### 3.1. General

3.1.1 All staff and matriculated students of IIUM are entitled to have access to the University's network.

3.1.2 External party of the University shall be given the network access via wireless connection with restricted usage time.

3.1.3 Request for network services apart from clauses 3.1.1 and 3.1.2 shall be forwarded to ITD Director for approval with the recommendation from Deans and Directors at Centre of Studies and Administrative Offices.

3.1.4 Users are responsible for any activity on his/her network account.

3.1.5 The University reserves the right to revoke the network connections whenever deem necessary.

## 4.    IMPLEMENTATION AND NON-COMPLIANCE

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

4.2 This policy is applicable to all users of the University's network services and any infringement of the policy may subject to disciplinary actions and any other actions deem's necessary.

## 5.    ENFORCEMENT

5.1 This policy is applicable to all staff, students and external party of the University and any infringement of the policy may subject to disciplinary actions.

## 6.    RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

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

6.1.1 ICT Regulations

6.1.2 Policy for Responsible Use of ICT Resources (IIUM Staff)

6.1.3 Policy for Responsible Use of ICT Resources (IIUM Student)