Policy on Website, Web Application and Webhosting

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	26/2/2020	All	New Policy

Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Adis Nabawi	Initial Draft	12/03/2020	12/03/2020
Abu Hurairah A. Manaf	Submission to ICT Committee No. 01/2020	20/10/2022	20/10/2022

IIUM ICT Policy

1.   OBJECTIVE

The objective of this document is to define the policy for Website, Web Application 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(s)	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

3.1   All website, web application and webhosting related to IIUM must be hosted under IIUM Hosting. Any exception is subject to the approval from CIO;

3.2   Any related website, web application and webhosting that involve third party must be recommended by ITD before proceeding with the implementations;

3.3   ITD must approve any software/plugins before installation. ITD reserved the right to reject any software/plugins;

3.4   Information to be published:

    3.4.1   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;

    3.4.2   Please refer to Web Content Guidelines for the details guide.

3.5   The list of content and behavior prohibited (but not limited to):

    3.5.1   Content that spreads false or fake news;

    3.5.2   Content that contains or include links to nudity, pornography, adult content, materials with sex or foul language etc.

3.5.3 Content that condones, promotes, contains, or links to warez, cracks, hacks, their associated utilities, or other piracy related information, whether for educational purposes or not;

3.5.4 Content that promotes deviant teaching and content that exploits children;

3.5.5 Content that has been promoted through the sending of unsolicited email (SPAM) or mail fraud schemes, or pages that promote or condone the sending of unsolicited email. The sending of bulk email originating from our servers mass distributed to unknown recipients soliciting products or services and/or bulk email NOT originating from our servers mass distributed to unknown recipients soliciting products or services relating to the staff web hosting account will result in immediate account suspension;

3.5.6 Content that is grossly offensive to the community, including blatant expressions for bigotry, prejudice, racism, hatred or excessive profanity, or to post any obscene, filthy, excessively violent, harassing, or otherwise objectionable material;

3.5.7 Content that sells or promotes any products or services that are unlawful in the location at which the content is posted or received.

3.5.8 Content that infringes or violates any copyright, patent, trademark, service mark, trade name, trade secret, or other intellectual property right of any third party.

3.5.9 Content that promotes mail fraud, multi-level marketing (pyramid) schemes or other illegal or fraudulent activities.

3.5.10 Content that posts or discloses any personally identifying information or private information about any third parties without their express consent.

3.6 The new website, web application and webhosting must use the Secure Sockets Layer (SSL) that is registered under IIUM Domain;

3.7 Any website, web application and webhosting for personal use is prohibited. Any exception is subject to the approval from CIO either by email of official letter;

3.8 All payments must follow IIUM Financial Policy;

3.9 All information collected must adhere to the IIUM Privacy Policy;

3.10 All websites must adhere to the Guideline on Website, Web Application and Webhosting.

4. IMPLEMENTATION AND NON-COMPLIANCE

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.

5. **ENFORCEMENT**

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

6. **MAINTENANCE OF POLICY**

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

7. **RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES**

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. Guideline on Website, Web Application and Webhosting