ICT POLICY
INTEC EDUCATION COLLEGE
(VER 1.0)

Contents

1 INTEC INFORMATION (DATA) MANAGEMENT

1.1 Purpose

The purpose of this policy is to ensure all information and data in INTEC system are managed optimally and with integrity in order to support teaching, learning, culturing knowledge, research, consultation, and administration and to assist the management of INTEC to make decisions quickly, accurately and correctly.

1.2 Objective

The objectives are as follow:

(i) To ensure the source of reference and ICT information comes from one source.

(ii) To avoid the occurrence of data and information conflicts in INTEC.

1.3 Scope

This policy applies to ALL INTEC students, staff, and others.

1.4 Statement

(i) All data contained in any database that is used by the Department is INTEC's property. It should be optimally used in accordance with INTEC's strategic planning requirements.

(ii) The department that is responsible in updating, maintaining and storing information should take appropriate action to ensure that the information and data under the Department's responsibilities are always accurate and up-to-date.

2 USAGE AND DEVELOPMENT OF APPLICATION SYSTEM, SOFTWARE AND OTHERS IN DIGITAL FORM

2.1 Purpose

This policy sets out the responsibilities and roles of INTEC and the in using the application system, software and other digital materials.

2.2 Objective

The objectives are as follow:

(i) To ensure all programs use standardized teaching and learning software.

(ii) To save software cost.

(iii) To standardize acquired software centrally.

(iv) To standardize maintenance of the software centrally.

(v) To provide teaching and learning facilities with the latest version of software that is maintained by contract.

(vi) To ensure the developed application system does not duplicate the existing software.

2.3 Scope

This policy applies to all development of application system and software that is owned, used or owned, used, or kept by users for the purpose of using for INTEC related matters, regardless of where the software is.

2.4 Statement

2.4.1 Software License Agreement

(i) All users are not permitted to violate any software license agreement or hardware license that the developer has set for the software.

(ii) All users are not permitted to make copies either in the form of media (CD/DVD /Thumb Drive) or any other method with the intention to transfer, copy, distribute or install any software provided by IITU exceeding the number of specified license.

(iii) IITU shall not be liable for any misuse of the software, including unlicensed use by the users.

(iv) Every user is personally responsible for reading, understanding and adhering to the usage rules and licensing conditions for each software used.

(v) Every user is not permitted to download and install any software that may harm the computer and cause disruption to INTEC.

(vi) Every user is not permitted to download and install any software that is irrelevant to the requirement of academic, administrative and research at INTEC.

2.4.2 Proprietary Rights

(i) All software acquired for or on behalf of INTEC or any software developed by INTEC staff or students for the purpose of teaching, learning, research, consulting or administration is the property of INTEC.

(ii) For Joint Venture (JV) software developed by INTEC and the supplier, contractor or ICT companies where INTEC pays the software development cost to the supplier, contractor or company, this software is considered as the property of INTEC. All source code of the software is also the property of INTEC.

(iii) For developed software, information about all authors/creators must be retained.

(iv) All INTEC proprietary software must not be sold, rented, re-licensed, borrowed, distributed or granted to any person or entity without the written consent from INTEC.

2.4.3 Usage of Software for the Purpose of Teaching and Learning

(i) Similar subject across INTEC that uses a software for the purpose of teaching and learning must ensure that the software is from the same module and version.

3 UiTMNet NETWORK USAGE AND CONNECTION

3.1 Purpose

This policy describes the usage of UiTMNet services and UiTMNet infrastructure connectivity guide.

3.2 Scope

Includes LAN and WAN that are connected to the Internet called UiTMNet.

3.3 Statement

3.3.1 UiTMNet Services

Includes all network resources, including (but not limited to) network equipment such as switches and routers, browsers, and ftp, network configuration concepts such as IP address usage, and technologies used such as Gigabit Ethernet technology and TCP/IP protocols.

3.3.2 Network Connectivity

Connectivity includes wired or wireless local network (LAN) and wide network (WAN).

3.4 UiTMNet System Usage Guidelines

INTEC reserves the right to withdraw UiTMNet's service if the user is found to violate any of the following rules:

(i) Network facilities can only be used for INTEC related matters purposes. Personal use, especially those used for commercial purposes, is not permitted;

(ii) Users must not use UiTMNet for activities that are contrary to the laws or regulations of UiTM, the state and the country. This includes but is not limited to transmitting and receiving subversive information and transmitting and distributing private or confidential information about UiTM without CE's permission; and

(iii) All domain usage should be referred to and registered in INFOTECH.

4 USAGE OF COMPUTER/PRINTER/SCANNER/OTHER ICT PERIPHERALS

4.1 Purpose

This policy sets out the responsibilities and roles of INTEC and the users in using the computer/printer/scanner/other ICT peripherals.

4.2 Scope

The scope of this policy involves all hardware that is owned or used or is in the user's storage for the purpose of using them for INTEC-related matters, regardless of where the hardware is located.

4.3 Statement

4.3.1 Proprietary

(i) All devices acquired for or on behalf of INTEC or all hardware created/assembled by INTEC staff or students for the purpose of teaching, learning, research or administration will become INTEC property.
(ii) For built-in devices, information about all creators must be retained.
(iii) The devices are prohibited from being sold, rented, patented, borrowed, distributed or given to anyone or any entity without permission.

4.3.2 Users' Responsibilities

(i) Users are solely responsible for the safety of the devices such as the computer, printer or scanner provided to them.
(ii) Users are not entitled to interfere in any way devices that are not under their control.
(iii) All users who share the devices are held responsible for the devices. Any act of sharing of the devices must come with terms and conditions that are mutually agreed.

4.4 Computer Repair and Maintenance Guidelines

(i) Repair services will be managed directly by IITU.
(ii) Only devices that are registered with INTEC's Property Management Division and are given **INTEC Official Property Code** will be serviced.

4.4 Personal Computer, Laptop and Computer Devices Loan Guidelines

(i) The loan is for INTEC staff only.
(ii) All loaners must fill out a loan form through INTEC Website and the equipment is to be taken from IITU.
(iii) Loaners are solely responsible for the safety of the equipment borrowed.
(iv) The loaner has to make a written report immediately to IITU Head of Unit in the event of damage or loss of the equipment borrowed.
(v) The loaner must return the equipment borrowed in good condition, functioning, and in a complete set at the specified date and time of return. Loaners must sign the loan equipment loan form that has been filled as a proof that the loaned equipment has been returned.
(vi) The loaner must replace or pay the cost of the equipment in the event of any damage or loss to the loaned equipment.
(vii) Maximum loan period is seven (7) working days. If the equipment needs to be loaned longer than the loan period, the loaner must submit an application in writing or email

to the Head of IITU.

5 SAFETY USAGE OF EMAIL

5.1 Safety Usage of Email

5.1.1 Email Account

(i) Email account is not an absolute right of a person. It is a facility provided subject to INTEC regulations and may be withdrawn if the users violate the rules.

(ii) Users must only use their own email account. Users are not permitted to use someone else's e-mail account or a shared account to submit their own opinions. Users are also not encouraged to use a free registered account to send official emails.

(iii) Passwords cannot be disclosed to other users. Disclosure of email password will allow other users to misuse other individual's email account without the knowledge of the account owner.

5.1.2 Maintenance of Mailbox

(i) Mailbox's content and maintenance are the responsibility of the users.

(ii) Users need to limit the amount of emails stored in the mailbox. Delete emails that you think need not be saved.

(iii) Users must ensure files that are sent through attachment are free from viruses.

(iv) Emails cannot contain confidential information that can be misused.

5.1.3 Utilizing Mail Software

(i) Users are encouraged to use the official mail software: Microsoft Oultook INTEC.

(ii) Users who do not use the official mail software of INTEC are advised to always backup their emails.

5.1.4 Creating User Account

(i) The creation of the user account is based on the data of INTEC staff records.

(ii) INTEC staff are not allowed at any time, to request or to possess more than one user account.

(iii) The creation of the cuser account is based on the following format:

a. Username:
staff's name.father's name
e.g.: ali.ahmad

b. Email address:
e.g.: ali.ahmad@intec.edu.my

(iv) Alternative email address will be provided should the email address overlaps with there be an existing account.

a. Password:
8 characters (combination of letters and numbers)

(v) Users will be required to change their password at first login.

(vi) Each user account that is assigned to each INTEC staff is final.

(vii) INTEC staff are not allowed at any time, to change their user account other than those specified by INTEC.

5.1.5 Terminating User Account

(i) Email account of users whose service has ended at INTEC will be terminated.
(ii) Users will be notified via email and will be given a one-month period to backup all their emails before their email account is terminated.

5.1.6 Email Storage Capacity

(i) The capacity of email storage provided to INTEC staff is based on the computer used.
(ii) INTEC is entitled to upgrade or downgrade the capacity of INTEC staff emails at any time for any reason.
(iii) The e-mail facility provided to INTEC staff is a communication facility, and it is not a facility in the form of email storage, text, image, document, or attachment.
(iv) INTEC staff are solely responsible for updating and deleting their emails from time to time to ensure that the total number of emails, texts, images, documents or attachments does not exceed the allocated storage capacity limits.
(v) INTEC staff are encouraged to print their emails, as well as download texts, images, documents or attachments to other storage devices/sites to ensure email size limits do not exceed the allocated storage capacity limit.
(vi) INTEC is not responsible for any loss of emails, texts, images, documents or attachments that occur due to non-compliance or negligence of each and every INTEC staff.

6 UNIFI NETWORKS AT RESIDENTIAL COLLEGES

6.1 Purpose

This policy describes the usage of UNIFI service at the residential colleges: Cemara and Akasia at Section 18 and Cendana at Section 6 at Shah Alam.

6.2 Scope

Includes WAN that connects to the Internet called UNIFI.

6.3 Statement

WIFI refers to the usage of broadband, access point and WIFI card which are installed in the computer or mobile device that enable users to surf the internet. Users who have this WIFI device can surf the internet when they are in the vicinity of an Access Point (AP). Areas covered by this Access Point (AP) are known as Hotspot.

6.3.1 UNIFI Service

Includes all network resources, including (but not limited to) network equipment such as switches and routers, browsers, and ftp, network configuration concepts such as IP address usage, and technologies used such as Gigabit Ethernet technology and TCP/IP protocols.

Of 50 Mbps capacity, four (4) accounts.

6.3.2 Network Connectivity

Connectivity includes a local network (LAN) and a wide network (WAN) whether wired or wireless.

6.4 UNIFI System Usage Guidelines

INTEC reserves the right to withdraw the UNIFI facility if users are found to be in violation of any of the following rules:

(i) Network facilities can only be used for purposes related to INTEC matters. Personal uses, especially commercial ones, are not allowed.

(ii) Users may not use INTEC's UNIFI for activities contrary to the laws or regulations of INTEC, the state and the country. This includes but is not limited to transmitting and receiving subversive information and transmitting and distributing confidential or confidential information about INTEC without the CE's consent.

(iii) All pornography related websites are blocked.

(iv) All online game related websites are blocked.

(v) Websites related to streaming and software downloader are blocked.

(vi) YouTube is accessible from 9:00 PM until 11:59 PM.

(vii) AP will auto shutdown at 12:00 PM and will auto up at 6:00 AM.

Appendix I: General Rules of Lab Usage

The following rules are general rules of computer labs usage that all users must follow: -

(i) Users must make a booking according to the conditions set by the laboratory administrator;

(ii) Users are not allowed to interrupt or commit, but not limited to, the followings:

(a) chatting;
(b) eating and drinking;
(c) smoking cigarette;
(d) making noise including but not limited to chatting, discussing, playing and listening to music;
(e) changing the position of the computer and its devices;
(f) changing the computer's configuration;
(g) adding or discarding any software;
(h) storing or downloading information or data into the computer without the laboratory supervisor's permission;
(i) bringing out any equipment from the laboratory;
(j) stealing any devices;
(k) harassing other users in any way, including causing disgrace, anger and discomfort; behaving in indecent and humiliating manners;

(iii) Users must get the laboratory administrator's permission to install a software on the computer;

(iv) Users must comply with any additional rules from the laboratory's administrator on duty; and

(v) Users must dress according to the dress code in effect.

Appendix II: Rules of Computer Laboratory Booking

All usage of the computers in the laboratory must be recorded in the log book or system in force. The record should have at least the following information: -

(i) Date
(ii) User's name
(iii) Student ID/Staff ID/Identification Card Number
(iv) Start time
(v) End time

This logbook (whether digital or manual) should be kept at least for a period of four (4) years for reference purposes if required.

Appendix III: E-Mail Usage Safety Rules

For safety purposes, the following should be taken into account by the users:

(i) Changing the password periodically (recommended every 3 months) to avoid email account from being intruded.
(ii) Not sharing passwords with other users and not entertaining any request for a password.
(iii) Being careful when receiving attachments as attached files may contain “letterboms” or virus that can damage your computer and network system. Attached files that usually contain viruses are files in these forms: 'extension', '. exe ',' .zip ',' pif ',' .scr 'and etc.
(iv) Logging out after finish using the email to prevent the account from being hacked or closing the browser used to log in to the email account.
(v) Not responding to unethical emails (such as spam, threats or offensive contents) because by responding to such emails, the users will automatically involve with irresponsible activities. Users are responsible for reporting any unethical emails they have received to the PSMB mail administrator.