Faculty of Information Technology Policy
Computer Science & Information Technology

Introduction:

Faculty of Computer Science and Information Technology mission is to be a Centre of Excellence, internationally acknowledged in the field of computer science and information technology. This policy aims to provide support for the effective use of technology resources for all Faculty members; including undergraduate students, postgraduate students and researchers.

Registration:

Undergraduate

All registered Undergraduate Students will be given the access to the labs upon submitting all necessary forms and includes the signing of this IT Policy.

Postgraduate, Researchers

Each Postgraduate Student and Researcher will be given the access to the labs and lab resources filled in the necessary forms and submit it to the Faculty’s Admin Office.

Hardware:

There are two types of equipments; networked or non-networked items.

Networked equipments: Desktop Computers and other accessories connected to the Faculty’s server.

Non-networked equipments: Cameras, Notebooks, Tablets, Stand Alone Printers, Faxes and Photocopiers, and other related ICT equipments that is not connected to the Faculty's Server.

IT equipment allocations are listed as below for different users in the Faculty:

i. **Staffs:**
   - Desktop Computer
   - 500 GB External Hard Disk
   - USB Flash Drive
   - Calculator
   - USB Slide Presenter
   - 1 Unit
   - 1 Unit
   - 1 Unit
   - 1 Unit
   - 1 Unit

**Head of Programme**

- Notebook
  - 1 Unit

**Management**

- Notebook
  - 1 Unit
- B&W Laser Printer
  - 1 Unit
ii. **Postgraduate Students and Researchers**  
   Desktop Computer - 1 Unit

iii. **Undergraduate Students**  
   Able to use any Desktop Computers in any Undergraduate Labs according to daily Lab Opening Hours’ timetable.

**ONLY** Staffs, Postgraduate Students and Researchers are given access to the Faculty’s Printing Facilities. Each user is being given 1 access id to the photocopier machine located on certain floors.

Postgraduate Students and Researchers are provided with printing facilities according to requirements of Project Grants or Project Leaders.

Each staff is entitled 1 rim of paper per month.

An inventory of technology equipment will be maintained. Staffs, students, researchers and others are not to move or change locations/connections of equipment without the authorization of the administrator.

Each of the user (staff) is required to sign the KEW.PA-2/3 and KEW.PA-6 or other form whenever needed, for any IT equipments entitled to them when needed.

For any Asset or Inventory items that need to be relocated or need to be borrowed by the user, the Faculty's *Tatacara Peminjaman Peralatan* rules and regulations will apply.

The administrator is responsible, in consultation with the Faculty’s Technical Committee, to determine the number and type of technology units needed, and to maintain them in good operating condition.

Older equipments **WILL** be upgraded or replaced each year in order to ensure that equipment remains functional and compatible with changes in technology.

Software updates **WILL** be downloaded as necessary by the administrator to ensure that individual units are equipped with the latest revisions.

All of the IT equipments in this Faculty are being maintained by the Faculty’s Technical Unit unless stated otherwise on the inventory of the items itself. For any needs for maintenance/troubleshooting of IT equipments, users are requested to consult the Faculty’s technicians.

**Security and Privacy Issues:**

The administrator is responsible for determining which computer units are connected and maintained on the network, and the number and nature of user accounts.

Users **WILL** be informed of user account information applicable to their approved use.
Password based security **WILL** be established and maintained to provide system security.

Users will be categorized into 2 domains; the staff domains and the student domains. Authorized users of networked computers will be required to log on to the domain using their user name and password.

To prevent access by others when temporarily away from their desk, a lock screen password will be employed. Users should not share password with others.

Upon completion of the work day, or work session, users **SHOULD** log off and make sure to turn off all units are turned off to avoid any mishaps.

All users **SHOULD** exercise precautions when sending or receiving information over the Internet to prevent viruses, worms, Trojan horses and other potentially damaging software from being received. Users scan your external storage devices before opening them. The administrator should be contacted immediately in the event a unit becomes infected, or develops other operational problems.

Some areas in the Faculty are being monitored by CCTV. If you found any suspicious person or activities, please inform the Faculty members.

**Server Access:**

The Faculty operates a few types of server for internal usage such as:

**i. File Server**
Each Student will be given a total of 200MB file storage in the Student’s Server.

**ONLY** Staff is authorized to access the Staff’s file server.

Users are **NOT** allowed to save any personal pictures, personal audio and video files that is not related to research/teaching and learning activities in the Faculty.

If any files were to be found, the administrator **WILL** delete it immediately.

Each user is given 500MB of personal folder storage.

Access to the group folders and public folders are given according to department. **ONLY** administrator is allowed to delete folders in the main folder path.

**ii. Print Server**
**ONLY** Staffs, Postgraduate Students and Researchers are authorized to access.

**iii. Web Server and Multimedia Server**
Depending on the web system, access is given to only authorize users.

The administrator is responsible for ensuring that the network server is backed up at the conclusion of each last day of working day (Friday).
Users **SHOULD** be aware that computer files are **NOT** private in any Faculty’s servers and **CAN** be accessed or quarantined at any time by the administrator. Employees or volunteers who resign, retire or are terminated will have their access restricted immediately.

Failure to comply with these security and privacy policies is grounds for Faculty disciplinary action, including future access can be denied based on abuse of these policies.

**Email (staff):**

Each staff is entitled for 1 UNIMAS' email address. For FCSIT, the email address would appear as: user@fit.unimas.my.

Administrator will help to configure your account once you completely submitted the necessary forms during registration.

Your email archive will be set to your local hard disk.

**NOTE:** This archive need to be saved together with your id files before you format your PC.

**Network Access:**

All users are given 24 hour network access by these 2 forms:

**Network through Socket Outlet Box**
- Each room has at least 1 Network Connection, if you need more, please consult the administrator.
- Each lab has at least 20 Network Connection depending on the size of the lab.

**Network through Wireless Access Point**
- Undergraduate Students are being given a username and password to enable them to access the UNIMAS' wireless connection. For in-house wireless access, the Faculty only provides it in the Student Interaction Room (SIR).
  **Please note that ONLY FCSIT Undergraduate Students are allowed to use it.**
- Other Faculty members have the same access with additional in-house wireless access to each floor. Please consult the administrator for the in-house access.

**Use of Computer Lab:**

There are 29 labs mainly for the usage of the Undergraduate Students, Postgraduate Students and Researchers. Access to the labs is listed below:

<table>
<thead>
<tr>
<th>Labs Name</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Source Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>System Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Spatial Info 1 Lab</td>
<td>Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Spatial Info 2 Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Multimedia 1 Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Multimedia 2 Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Laboratory Name</td>
<td>Access Levels</td>
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<tr>
<td>---------------------------------</td>
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</tr>
<tr>
<td>Network 1 Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Network 2 Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Artificial Intelligence Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Software Engineering Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Teaching 1 Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Teaching 2 Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>General 1 Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>General 2 Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
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<tr>
<td>Computational System Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
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<tr>
<td>Information System Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
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<tr>
<td>FYP Lab</td>
<td>Undergraduate, Postgraduate, Researcher, Staff</td>
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<tr>
<td>MAIT Lab</td>
<td>Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Info Infra Lab</td>
<td>Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Knowledge System Core Lab</td>
<td>Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Image Processing Lab</td>
<td>Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>MAIT Lab</td>
<td>Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>PG1 Lab</td>
<td>Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>PG2 Lab</td>
<td>Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>PG3 Lab</td>
<td>Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>Fellow Room</td>
<td>Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>IMAST1 Lab</td>
<td>Postgraduate, Researcher, Staff</td>
</tr>
<tr>
<td>IMAST2 Lab</td>
<td>Postgraduate, Researcher, Staff</td>
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<tr>
<td>IMAST Office</td>
<td>Postgraduate, Researcher, Staff</td>
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</tbody>
</table>

Users are **NOT ALLOWED** to:

* Bring any cooked foods inside the labs. This is to avoid unpleasant odours inside the labs. Note that the labs are supplied with centralized air-conditioning systems.

* Unplugged any network cables connected to the Desktop PCs in the lab.

* Installing any additional hardware such as Access Point, Switches, PC, Notebook, Server and others related, to perform any testing or running projects without any written permission from the Faculty’s Technical Committee.

* Modify/Install any Operating System/Application Software within the Desktop Computers without the permission from the administrator.

* Bringing outsiders into any of the Computer Labs facilities.

* Accessing inappropriate web sites and the downloading of offensive materials or restricted files such as multimedia files not relate to teaching/learning on the Internet.

* Use the Instructor's PC unless allowed by the administrator or staff on duty.

* Make noise or distract others with loud unpleasant PC's sound.
Users **MUST** wear proper attire whenever possible within the University premises as being stressed in the *Tatacara Berpakaian UNIMAS* rules and regulations.

Users **MUST** wear their ID card at all times in any labs.

Users **MUST** always keep the lab clean at all time and the user is the last person to leave a room, is required to ensure that all electrical outlets are switched off.

Purposes for the lab include:
* to educate users about computer hardware, software, and file management through hands-on classes and tutoring
* to provide access to computers by individuals or any organizations
* to provide access to library of computer books, periodicals, and catalogs for user usage
* to provide e-mail access
* to provide Internet access
* to enhance learning and program opportunities for all users

The labs are **ONLY** available for use by Faculty of Computer Science and Information Technology registered members or UNIMAS staffs whose staff/student ID, names or personal details have been recorded on file with the office.

The administrator **WILL** schedule the use of the lab for classes, demonstrations and special projects. The lab is open for use when no scheduled activity has been arranged and the resources are available.

**ONLY** staffs with permission from the administrator are allowed access to the keys of all labs.

Undergraduate Students **WILL NOT** be allowed to use the lab without supervision, except for General Lab 1 Lab.

Users are **NOT** permitted to install software onto hard disk drives or remove/change/delete software or files that they did not create. This includes any third party downloading software, any P2P software and other related software.

You **MUST** request from the administrator if you need to install any software that needs administrator privileges on your machine.

Users are subject to copyright laws and software license restrictions.

Users **SHOULD** exercise precautions when sending or receiving information over the Internet to prevent viruses, worms, Trojan horses and other potentially damaging software from being transmitted into our network.

The access of inappropriate web sites and the downloading of offensive materials on the Internet **WILL NOT** be tolerated and will subject offenders to suspension of access to the lab.
The Faculty **MAY** change the IT Policy whenever needed with the approval from the Management, with or without notice stating reason for such action.