Information Security Management System MS ISO/IEC 27001:2007

USE OF FREEWARE POLICY

DASAR PENGGUNAAN PERISIAN PERCUMA

UNIVERSITI MALAYSIA PERLIS

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Revision History

No	Date of Change	Description	Page	Version	Approved By
1	15/07/13	Pengemaskinian maklumat berkaitan senarai perisian percuma pada perkara 4.4.	4	1.1	Nasrudin Abd. Shukor
2	15/07/13	Perkataan Unit PC (*PC Unit*) diganti dengan perkataan Bahagian Penyelenggaraan PC (*PC Maintenance Unit*).	3,4,5	1.1	Nasrudin Abd. Shukor

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1.0   Purpose
1.0   Tujuan

The purpose of this policy is to establish requirements which must be met by all staff of UniMAP ICT Center to ensure effective control of unauthorized programs being downloaded into UniMAP ICT Center PC's, Laptops, Servers and other information storage systems that are available for free in the internet to prevent entry of malicious codes into the systems and OS system conflicts that may effect the functionality of the OS and applications.

Tujuan dasar ini ialah untuk mewujudkan keperluan yang mana mesti dipenuhi oleh semua staf Pusat ICT UniMAP untuk memastikan kawalan berkesan ke atas program yang tidak dibenarkan untuk dimuat turun ke dalam komputer meja, komputer riba, pelayan dan sistem penyimpanan maklumat lain Pusat ICT UniMAP yang boleh didapati dengan percuma di internet bagi menghalang kemasukan kod-kod perosak ke dalam sistem-sistem dan konflik sistem OS yang boleh menjejaskan fungsi OS dan aplikasi-aplikasi.

2.0   Scope
2.0   Skop

The policy applies to all UniMAP ICT Center's PC's, Laptops, Servers and other information storage systems.

Dasar digunapakai atas semua komputer meja, komputer riba, pelayan dan sistem penyimpanan maklumat lain Pusat ICT UniMAP.

3.0   Policy
3.0   Dasar

3.1   All computers <u>must contain and use only authorized programs</u> running at any given time. This authorization may come from the PC Maintenance Division & MIS Division. PC Maintenance Division & MIS Division has a complete list of all Applications, OS, Tools and Freeware currently running in the systems.

3.1   Semua komputer <u>mesti mengandungi dan hanya meggunakan program-program yang dibenarkan</u> yang dijalankan pada bila-bila masa. Kebenaran ini boleh diperolehi dari Bahagian Penyelenggaraan PC & MIS. Bahagian Penyelenggaraan PC & MIS mempunyai satu senarai lengkap semua Aplikasi-aplikasi, OS, alat-alat dan perisian percuma yang sedang berjalan dalam sistem ketika itu.

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3.2   The Head of PC Maintenance Division shall ensure that this policy is well understood by all staff of UniMAP ICT Center and the memo is circulated accordingly.

3.2   Ketua Bahagian Penyelenggaraan PC akan memastikan bahawa dasar ini difahami dengan baik oleh semua staf Pusat ICT UniMAP dan memo diedarkan sewajarnya.

3.3   Exceptions are given upon request from the head of each department to use a particular freeware for business operational reasons. This request is made to the PC Maintenance Division for verification of the freeware before granting approval for use.

3.3   Pengecualian diberi atas permintaan dari setiap Ketua Bahagian untuk menggunakan perisian percuma tertentu untuk sebab pengendalian pengurusan. Permintaan ini dibuat kepada Bahagian Penyelenggaraan PC untuk pengesahan perisian percuma sebelum kelulusan untuk penggunaan diberikan.

3.4   Such authorization will be based on sound verification process by PC Maintenance Division & MIS division.

3.4   Kebenaran sedemikian akan berdasarkan proses pengesahan yang baik oleh Bahagian Penyelenggaraan PC & Bahagian MIS.

4.0   Procedure:
4.0   Prosedur:

4.1   At no time shall freeware be running in any information systems in UniMAP ICT Center which has not been approved. Approval for use can be sought through e-mail request.

4.1   Tidak akan ada perisian percuma yang beroperasi dalam mana-mana sistem maklumat dalam Pusat ICT UniMAP tanpa kelulusan. Kelulusan untuk penggunaan boleh diperolehi melalui permintaan e-mel.

4.2   Application Tool (Eg: Download Accelerator, Download Wizard) to download such freeware must be properly verified.

4.2   Aplikasi (Contohnya: Download Accelerator, Download Wizard) untuk muat turun perisian percuma sedemikian mesti ditentusahkan dengan betul.

4.3   Such freeware if downloaded must be scanned for any malicious codes, viruses, trojens and other such disruptive programs.

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4.3   Perisian percuma sedemikian jika dimuat turun mesti diimbas untuk mana-mana kod perosak, virus, trojans dan program lain yang menimbulkan gangguan sedemikian.

4.4   The Freeware list will be updated accordingly by PC Maintenance Division and MIS Division. This list shall be subject to PC audit as required.

4.4   Senarai Perisian Percuma akan dikemaskini sewajarnya oleh Bahagian Penyelenggaraan PC dan MIS. Senarai ini akan tertakluk kepada audit PC apabila perlu.

LIST OF FREEWARE INSTALLED ON LAPTOP/DESKTOP PC

NO	UTILITIES	DESCRIPTION
1	WinSCP	SFTP, SCP and FTP client
2	PuTTY	Telnet/SSH Client
3	MEO Encryption Software	File Encryption Utility
4	CCleaner	PC Tune-up Utility
5	VLC Media Player	Media Player
6	CDBurnerXP	Application to burn CDs and DVDs
7	SUPERAntiSpyware	AntiSpyware Utility
8	WinRAR	File Compression Utility
9	MiniTool Partition Wizard Home Edition	Disk Management Utility
10	Adobe Flash Player	Flash files player
11	RealVNC	Remote Desktop Software
12	Free Sothink DHTML Menu	To generate menu in developt application
13	Broadband Software	To use broadband when no connectivity of internet
14	Free easy burner	Application to burn CDs and DVDs
15	Magic Disk	Partitioning tools
16	Download Accelerator	Application for downloading
17	Ad-Aware SE Personal	Antivirus
18	FortiClient SSL VPN	Remote access
19	Nlite	Windows tools
20	SolarWinds	Network Utilities
21	K-Lite Codec Pack	Media Player
22	Leechftp	Ftp client
23	QuickTime	Media Player

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24	GOM Player	Media Player
25	WebEx Player	Webinar
26	Axis IP Utility	Axis Camera Software
27	Axis Camera Management	Axis Camera Software
28	Roxio Creater DE	Burning tools
29	VMWare Player	Virtual Machine
30	Citrix	Virtual Machine
31	Zimbra Desktop	Email Client
29	TeamVIewer	Remote Desktop Software
30	FIleZilla	Ftp client
31	7-Zip	File Compression Utility
32	PDF995	PDF utility
33	Connectify	Wireless Utility
34	Any Video Converter	Video converter

NO	PROGRAM	DESCRIPTION
1	Open JDK	Development tools
2	MySQL	Database
3	Oracle VM	Virtual Machine
4	Open Office	Spreadsheet
5	Netbean	Application Development Tools
6	Apache Tomcat	Application Development Tools
7	Adobe Reader	PDF files reader
8	Oracle XE	Database for Development Purpose
9	Sun JDK	Development tools
10	Skype	video conferencing/meeting with colleages
11	GlassFish Server Open Source Edition	Development tools
12	Oracle Berkeley DB	Database
13	Oracle SQL Developer	Database
14	Oracle SQL Developer Data Modeler	Database
15	Oracle Jdeveloper	Development tools
16	iReport	Report developtment tools for application
17	DJ Java Decompiler	Development tools
18	Yahoo! Messenger	Instant messaging

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19	Java 2 SDK, SE v1.4.0	Development tools
20	JCreator LE	Development tools
21	Posgres SQL	Free Database
22	Toad for MySQL Freeware	Database Utility
23	Eclipse	Application Development Tools

NO	OPERATING SYSTEM	DESCRIPTION
1	Ubuntu	Operating system
2	Red Hat	Operating system
3	Solaris	Operating system
4	Open Solaris	Operating system