



IPP

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES INTERNAL POLICY AND PROCEDURE

NUMBER : COD-IT - 007
TITLE : College of Dentistry – Website & Media Policy and Procedure
ORIGINATING DEPT : College of Dentistry – Information Technology
ORIGINAL DATE : 15 Dec 2019

1. PURPOSE

To establish the College of Dentistry's media standards, regulations and guidelines in alignment with KSAU-HS standards for social media and websites. Additionally, support the COD's vision, mission, and core values.

2. STATEMENT

College of Dentistry recognizes that media communication (related to COD) plays a vital role in supporting the college's vision, mission, and core values.

3. APPLICABILITY

This policy applies to

- College of Dentistry Staff, Faculty and Students of all programs.
- KSAU-HS users who has website logged-in access to college of Dentistry website or platforms.
- Users whomsoever posting any media related to college platforms.

4. DEFINITIONS

KSAU-HS

King Saud bin Abdulaziz University for Health Sciences

COD College of Dentistry

COD - IT COD - Information Technology

USERS Faculty, Staff, Students (including Interns), COD departments

MEDIA Includes images, videos, audio

PLATFORM Website and social media accounts like Twitter, YouTube, Facebook, etc.

5. POLICY

- 5.1. COD content presented on the Internet (Social media or website) is owned by COD.
- 5.2. No users are allowed to post any contents owned by or exclusively licensed to COD on the internet (including social media platforms), whether on behalf of the college or for personal purposes except COD designated staff.
- 5.3. Any media content must be approved by related department head and COD Dean before requesting for publishing at COD platforms.
- 5.4. Any text content needs to be published must be requested through department and approved by department head (*please see the point 7.1*)
- 5.5. Content (text, images, audios or videos) that need to be published on social media or website, must be reviewed and approved by IT Manager, COD. (*please see Appendix – C & D*)
- 5.6. Female pictures or videos are not allowed to be published on social media or website without filling and duly sign “**URM Release Form**”.
- 5.7. Patient(s) pictures or videos are not allowed to be published on social media or website without the patient’s consent, in compliance with the patient’s rights to privacy and confidentiality. (*please see the point 7.4*)
- 5.8. Content needs to be carefully checked for proper grammar and spelling by the requesting department before submitting to COD-IT department for publishing. The requesting department is responsible to provide updated content in timely manner.
- 5.9. COD-IT department is not responsible for any incorrect content uploaded. COD-IT department will upload the same content as received from requesting department after department head’s approval.
- 5.10. Social media account must be managed by authorized person from COD media section. He or she will be responsible for the media that will be published and are expected to abide by the highest quality of Professionalism.
- 5.11. COD-IT department managing user’s enrollment including adding new users or removing users.
- 5.12. Academic Affairs department is required to submit the updated list of new students, faculty for enrollment in website one (1) month prior to start of each Academic Year.
- 5.13. Private messaging is not allowed in any social media platform for COD.
- 5.14. No request will be accepted and processed without filling “**Request form for Services**” form. Form available on the COD Website under e-forms.

6. RESPONSIBILITIES

6.1. COD DEPARTMENTS

- 6.1.1. Keep the media section team informed of any media interest or potential for interest in their work.
- 6.1.2. Requesting department is responsible for the accuracy and integrity of their media content which must be approved by department head.
- 6.1.3. Regular media requests that need to be designed, must be submitted at least one week prior to the needed date.
- 6.1.4. Any media related post ready to publish without any needed design must be submitted at least two days prior to the published date.

6.2 MEDIA SECTION

- 6.2.1 COD media section will promote academics, clinical and institutional developments through media channel.
- 6.2.2 Coordinate and facilitate media contents with COD Departments
- 6.2.3 Review media content (like length of Tweet, perfect language structure, spelling grammar etc.) and publish it in a timely, accurate, and professional manners.
- 6.2.4 Media section has the right to return any requests to the concerned department if it observes any controversial content for correction.
- 6.2.5 Before publishing any images, photos on website or social media, follow the approved format and use the proper header and footer.

7. PROCEDURES


- 7.1. Any content need to be published in the COD website or social media should follow **Media Section flow Chart (APPENDIX C)** and **Website Content Publish Process flow chart (APPENDIX – D)**. The requesting department must fill the form given in **APPENDIX (A)**, and submitted it to COD-IT.
- 7.2. Any content includes female image or video that needs to be published, the requesting department must fill the form given in **APPENDIX (B)**, approve it by department's head then submit it to media section.
- 7.3. User who needs to access website logged-in services is required to send an email to COD-help@ksau-hs.edu.sa through their department.
- 7.4. Any patient image or video that needs to be published, the requesting department must fill the form given in **APPENDIX (B)**, approve it by department's head then submit it to media section.

Note: Upon the implementation of COD-IT automated helpdesk system, all hard copy forms will be replaced by digital forms and all the request should come through a helpdesk system.

APPROVED

Appendix - A

Download link: <https://cod.ksau-hs.edu.sa/e-forms/>

KING SAUD bin ABDULAZIZ UNIVERSITY for HEALTH SCIENCES College of Dentistry		جامعة الملك سعود بن عبدالعزيز للعلوم الصحية كلية طب الأسنان	
REQUEST FORM FOR SERVICES College of Dentistry - Information Technology			
Admin Assts. ☎ 4299999 x 95772 Fax ☎ 8011111 x 14010 Mail Code ☎ 1243 E-mail ☎ cod-help@ksau-hs.edu.sa P.O. Box ☎ 22490, Riyadh 11426			
EMPLOYEE INFORMATION			
REQUESTED BY:	BADGE NO.:		
POSITION / JOB TITLE:	DATE:		
DEPARTMENT:	TEL. NO:		
DESCRIPTION OF SERVICE(S)	JUSTIFICATION	DATE NEEDED	
REQUESTOR NAME: _____		SIGNATURE: _____	
DEPARTMENT LEVEL APPROVAL (IMMEDIATE SUPERVISOR)			
_____	_____	_____	_____
NAME & SIGNATURE	POSITION / JOB TITLE	BADGE NO.	DATE
FOR COD - INFORMATION TECHNOLOGY USE ONLY			
COD - IT SERVICES APPROVAL			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
COMMENTS:			
ENGR. AMIN AL AWAD	IT MANAGER	18372	_____
NAME & SIGNATURE	POSITION / JOB TITLE	BADGE NO.	DATE
REQUEST STATUS			
COMPLETED BY: _____	SIGNATURE: _____	BN: _____	DATE: _____
COMMENTS:			

[REV #. 1.1 / 15AUG2016]

APPENDIX – B

URM Release Form

(<https://www.ksau-hs.edu.sa/English/FacultyAndStaff/Documents/RELEASEFORM-3.2018.pdf>)



KS AU-HS
KING SAUD BIN ABDULAZIZ
UNIVERSITY FOR HEALTH SCIENCES
UNIVERSITY RELATIONS & MEDIA AFFAIRS

Ref. No.: **REQ-IN/ /RELEASE/ /20**

Date Submitted: _____

REQ-IN/ /RELEASE/ /20

Release Form

Department: _____	Date: _____	Mail Code: _____
Department E-Mail: _____	Extension: _____	
DEPARTMENT HEAD APPROVAL		
Name: _____	Signature: _____	
Position: _____	Date Signed: _____	

I hereby consent and authorize King Saud Bin Abdulaziz for Health Sciences to use the photographs and videos taken on:

أمنح بموجب هذا الموافقة على تفويض "جامعة الملك سعود بن عبد العزيز للعلوم الصحية" بأخذ واستخدام الصورة الفوتوغرافية والفيديو التالية التي صورت من قبل "جامعة الملك سعود بن عبد العزيز للعلوم الصحية":

Location/الموقع: _____ **Date / التاريخ:** _____

Referred to above and/or drawings there from and any other reproductions or adoptions thereof.

ينسخ أو اتخاذ نسخ الصور فوتوغرافية والفيديو التي النقطت من قبل "جامعة الملك سعود بن عبد العزيز للعلوم الصحية" من اجل ذلك الغرض.

By this agreement I waive any legal right to inspect and/or approve the preliminary or final product/s, printed or digital, the photograph/s and video/s is/are used in connection with. I agree on that the photographs and videos, the copyright in the photographs/videos and all other rights in the photographs/videos or copies or reproductions thereof are the sole property of King Saud Bin Abdulaziz For Health Sciences. I further release "King Saud Bin Abdulaziz For Health Sciences." and all other persons entitled to use the photographs and videos, from all liability for libel, invasion of privacy, and all causes of action whatsoever in relation to the photographs.

بهذا الاتفاق اتنازل عن أي حق قانوني لاستعراض و / أو الموافقة على المنتجات الأولية أو النهائية المطبوعة أو الرقمية، والمستخدم في الصورة في هذا الصدد.

أوافق على أن الصور والفيديو، وحقوق النشر في الصورة الفوتوغرافية والفيديو وجميع الحقوق الأخرى في الصورة الفوتوغرافية والفيديو أو النسخ أو النسخ طبق الأصل هي ملكية حصرية لـ "جامعة الملك سعود بن عبد العزيز للعلوم الصحية".

I acknowledge reading the entire document prior to signing and I am familiar with the contents.

من ناحية اخرى اعني "جامعة الملك سعود بن عبد العزيز للعلوم الصحية" وجميع الأشخاص الآخرين والمخولون بموجب هذا الاتفاق باستخدام الصور والفيديو، من كل مسؤولية عن التشهير، وانتهاك الخصوصية، وجميع الدعاوى القضائية مهما كانت فيما يتعلق في الصور.

اعترف بقراءة الوثيقة بالكامل قبل التوقيع واتني على وعي بالمحتويات

NAME الاسم (PRINT LETTERS)	E-MAIL البريد الإلكتروني	MOBILE الهاتف المتحرك	SIGNATURE التوقيع	DATE التاريخ

PARENT/GUARDIAN APPROVAL: موافقة الوالدين / الوصي

Signature / التوقيع _____ **Mobile / الهاتف المتحرك** _____

This signature section is required for a non-teammate female.

هذا الحقل خاص بالتوقيع مطلوب من كل من هي ليست من فريق العمل من النساء

Name / الاسم _____ **Signature / التوقيع** _____

UNIVERSITY RELATIONS & MEDIA AFFAIRS USE ONLY:

VIDEO PRODUCER COMMENT: Approved Disapproved

Signature: _____ Date Signed: _____

NOTED BY PRODUCTION UNIT: (Name & Signature) _____ Date: _____

DEPARTMENT HEAD APPROVAL:

Signature: _____ Date: _____

Copy of Release Form Sent by E-Mail

Date Sent: _____

E-Mail Confirmation Copy Attached

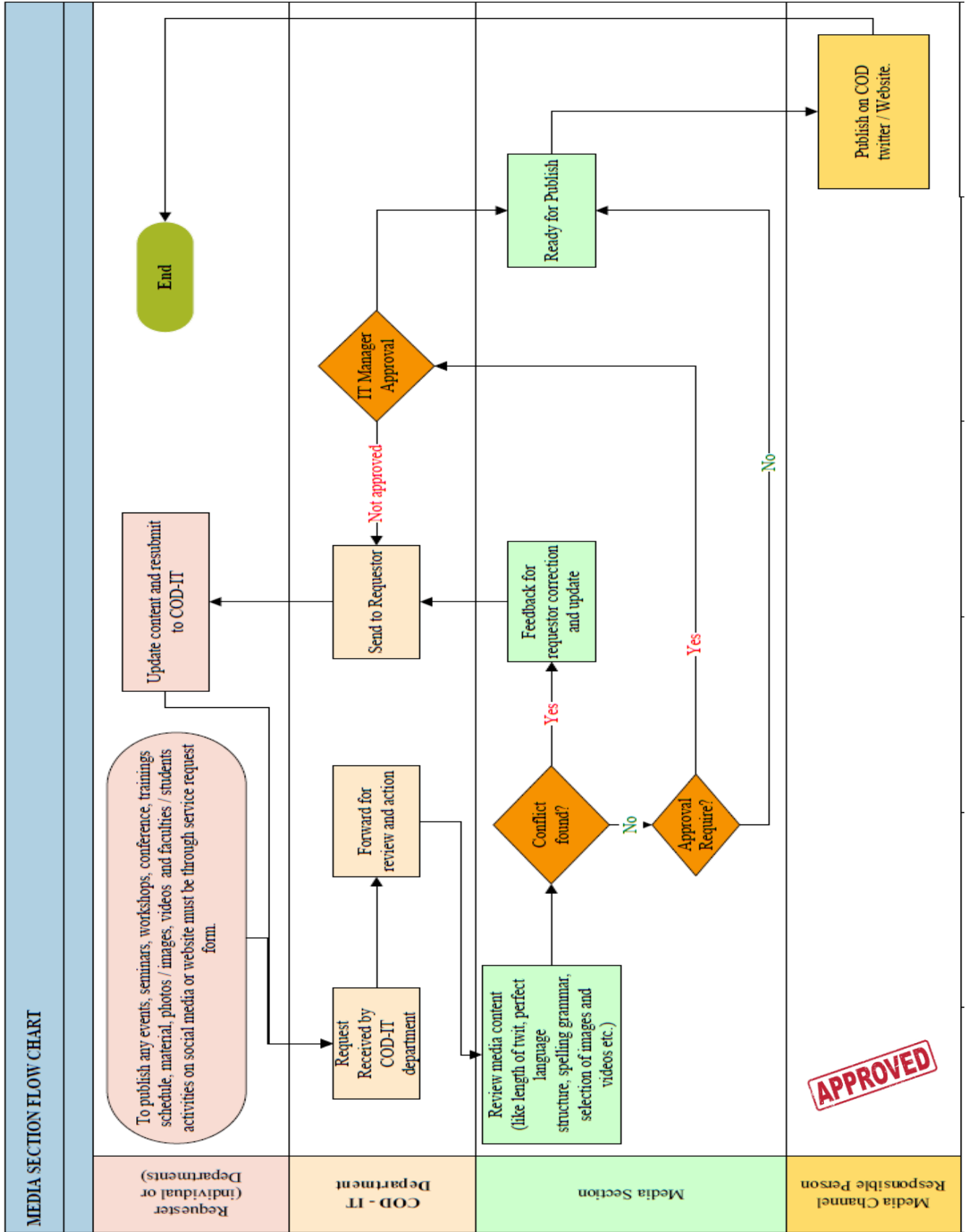
ver. 06-11-2017 (mgf)

92630

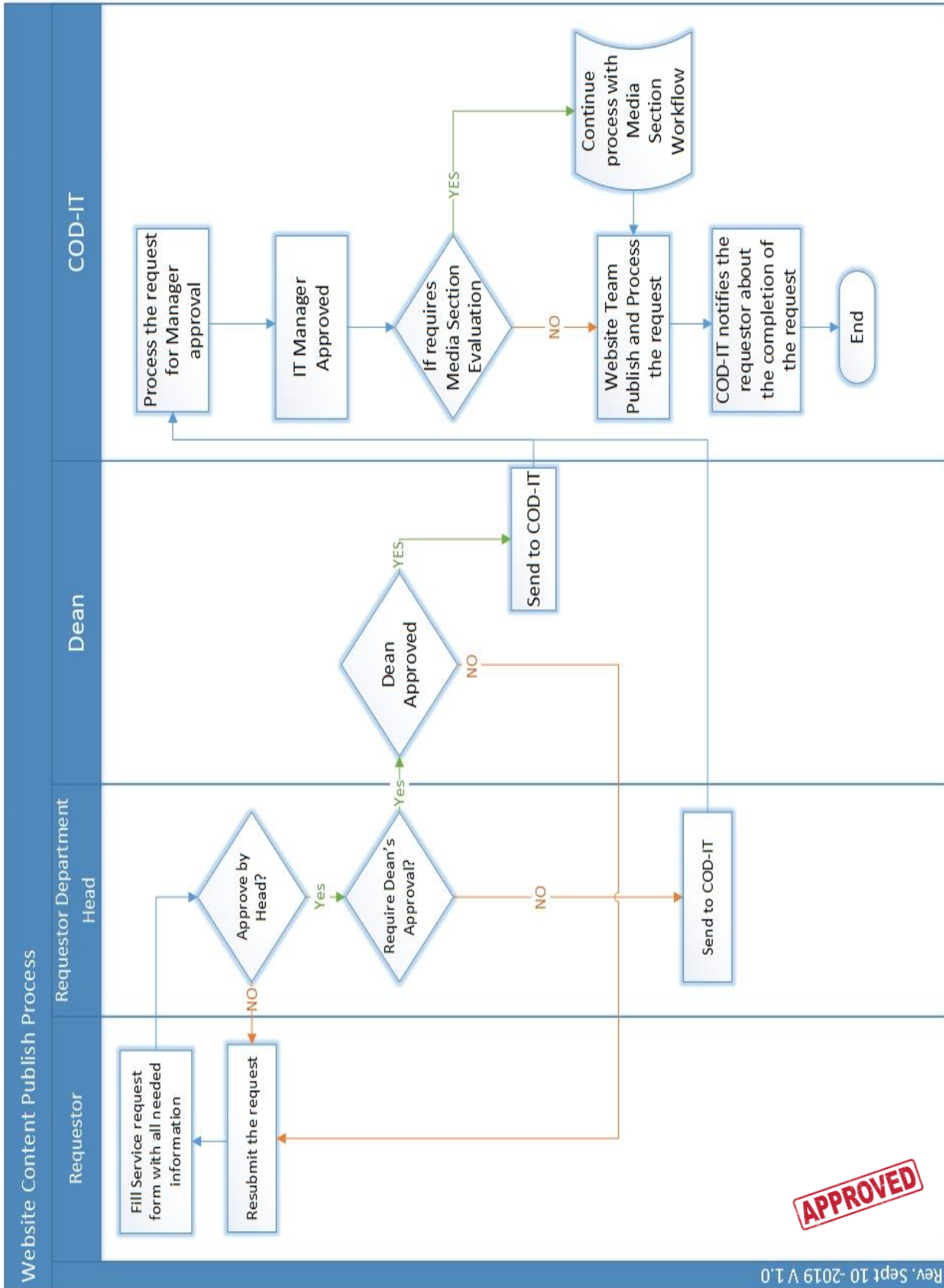
request-urm@ksau-hs.edu.sa

www.ksau-hs.edu.sa

APPENDIX – C



APPENDIX – D



* Requires Dean's approval: Publish any new Slider, News, Announcement, Event, Add New Page, Vision, Mission an Values, and all pages except departmental related pages.