Office of the Schools Division Superintendent

DIVISION MEMORANDUM

NO. ____432____, s. 2023

REITERATION OF DEPED ORDER NO. 95, S. 2010 RE: GUIDELINES ON THE PROPER USE OF COMPUTERS AND NETWORK FACILITIES IN ALL ADMINISTRATIVE OFFICES & SCHOOLS AND DEPED ORDER NO. 105, S. 2009 RE: GUIDELINES IN MANAGING THE PROPER USE OF INTERNET SERVICES IN ALL ADMINISTRATIVE OFFICES AND SCHOOLS

1. Pursuant to the herein DepEd Order No. 95, s. 2010 re: Guidelines on the Proper Use of Computers and Network Facilities in all Administrative Offices & Schools and DepEd Order No. 105, s. 2009 re: Guidelines in Managing the Proper Use of Internet Services in all Administrative Offices and Schools, this Office reiterates the policy to strictly adhere to the provisions of the said DepEd Orders.

2. Schools with DepEd Computerization Program (DCP) and DepEd Internet Connectivity Project (DICP) are requested to facilitate the signing of Computer Usage Code-of-Conduct Contract and Online Code-of-Conduct Contract by all concerned personnel in using ICT Facilities.

3. All DepEd constituents must remember that electronic media and services provided are property of this government agency, and that their purpose is to facilitate and support its mandate. Thus, the use of these resources and equipment shall be guided by this.

4. Attached is DepEd Order 95, s. 2010 and DepEd Order 105, s. 2009 which stipulates the guidelines, to ensure responsibility and accountability on the use of ICT facilities.

5. Immediate dissemination and strict compliance to this Memorandum is enjoined.

SENEN PRISCILO P. PAULIN CESO V
Schools Division Superintendent

<SPP/VAY/OSDS/ICT/ems>

DepED
MATATAG
BAGONG PILIPINAS

Address: IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 424-9000
Email Address: cebu.province@deped.gov.ph
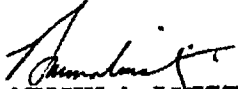Website: www.cebuprovince.deped.gov.ph

Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City

DepED
DEPARTMENT OF EDUCATION

AUG 1 0 2010

DepEd O R D E R
No. **95** , s. 2010

GUIDELINES ON THE PROPER USE OF COMPUTER AND NETWORK FACILITIES IN ALL DEPED ADMINISTRATIVE OFFICES AND SCHOOLS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1.   The Department of Education (DepEd) has been involved in various programs and projects aimed at modernizing its operations and improving the teaching and learning process in the schools. Among these are the DepEd Computerization Program (DCP), which facilitates the deployment of computer laboratories to public high schools, the DepEd Internet Connectivity Project (DICP), which provides secondary schools internet connectivity, and development systems, which are used by administrative offices and public schools.

2.   With these developments, increase in computer and network/internet activities leading to different concerns is expected due to lack of guidelines. To ensure effective and efficient use of computer and network facilities, the Information Communications and Technology Unit (ICTU) has formulated the guidelines on the proper use of computer and network facilities in all DepEd administrative offices and public schools. See Enclosure No. 1 for these guidelines.

3.   Moreover, the Computer Usage Code-of-Conduct Contract must be filled-up and signed by all concerned personnel before using said facilities. Enclosure No. 2 contained sample of this contract.

4.   Immediate dissemination of and strict compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary

Encls.: As stated
References:
    DepEd Order: (No. 105, s. 2009), and 78, s. 2010
    DepEd Memorandum: No. 174, s. 2009
To be indicated in the Perpetual Index
    under the following subjects:

    INFORMATION TECHNOLOGY
    POLICY
    SCHOOLS

R-SMA, DO Guidelines on the Proper Use of Computer
July 16/21, 2010

GUIDELINES ON THE PROPER USE OF COMPUTER AND NETWORK FACILITIES

Section 1. Purpose

1.1 The Department of Education (DepEd) shall provide to its officials, teaching and non-teaching personnel, staff and students with facilities such as computers, internet connectivity, information systems resources and associated services to support its goals of achieving quality basic education equitably accessible to all and of laying the foundation for life-long learning, and service for the common good through its various modernization programs and projects.

1.2 The DepEd encourages the use of said facilities to ensure a more efficient and effective performance of any administrative offices and public schools through valuable sources of on-line information.

1.3 All DepEd constituents must remember that electronic media and services provided are property of this government agency, and that their purpose is to facilitate and support its mandate. Thus, they shall be responsible to use these resources in a professional, ethical, and lawful manner.

1.4 These guidelines have been formulated to ensure responsibility and accountability on the use of ICT facilities. These are designed to convey the DepEd's philosophy and set forth general principles when using electronic media and services.

Section 2. Access to the DepEd Network, Internet and Information Systems

2.1 In order to access the DepEd network, internet and information systems facilities, the DepEd employees and learners must first be recognized as "authorized users".

2.2 After being recognized, they are required to log-in to these facilities for security reason. Then, an analysis of the network traffic on which these resources shall be generated. A study may be conducted to improve its system-wide use.

2.3 The basis for the internet usage policies using the DepEd facilities shall be the DepEd Order No. 105, s. 2009 entitled, *Guidelines in Managing the Proper Use of Internet Services in All Administrative Offices and Schools.*

Section 3. Personal Files or Software, and Equipment and Peripherals

3.1 Personal files or software such documents, pictures, audio, video, etc. must not be placed, copied and installed in the DepEd-owned computers. These files must be stored in external storage devices such as optical disks, external hard disks, USB flash drives owned personally by the user.

3.2 Officials, employees, students with DepEd ICT equipment and peripherals such as computers or laptop, mouse, keyboard, storage devices labeled with official DepEd property stickers can avail of technical assistance and/or repair services provided by this Department.

3.3 Personal ICT equipment and peripherals such as computers, mouse, keyboard, storage devices, among others may be used in the performance or enhancement of their duties at their own risk. They shall also be properly recorded with the DepEd Security Office.

3.4 However, in the event that these personal ICT equipment and peripherals break down, the owner **cannot avail of any technical assistance and/or repair services from DepEd-hired ICT maintenance crew,** since these are not DepEd properties.

Section 4. Security and Virus Infection Prevention

4.1 DepEd employees and students shall assume full responsibility that goes with using their computer, network and e-mail accounts.

4.2 Users should not disclose their passwords to unauthorized personnel to avoid tampering with these facilities.

4.3 Copying, publishing, storing and transmitting of official data without authorization from the Office of Planning Service shall be prohibited.

4.4 Computer users shall be instructed to update their anti-virus software daily to prevent data loss and spread of infection to the network and other computers.

4.5 Computers and other storage devices which were used for fieldwork **should be scanned first before using** to avoid possible computer virus infection, since majority of anti-virus software rely on an active internet connection. Technical assistance shall be provided by their respective ICT units, ICT coordinators or computers maintenance crew.

Section 5. Software Installation and Issues

5.1 Only licensed and/or authorized open-source software shall be installed in DepEd-owned computers.

5.2 Installation of pirated software in DepEd-owned computers shall be strictly prohibited.

5.3 Installation and/or downloading of unauthorized software shall be strictly forbidden.

5.4 An office which has application software requirements shall coordinate with its respective ICT unit/ICT coordinators to make the necessary arrangements in procuring the license/s of the required software.

5.5 For software which need to be updated periodically (e.g. anti-virus software), an office shall seek the assistance of its respective ICT units, ICT coordinators or computer maintenance crew.

[SCHOOL NAME]

COMPUTER USAGE
CODE-OF-CONDUCT CONTRACT

I will:

- Talk with my teacher and parents to learn the rules for using the computer and other ICT equipment.

- Use DepEd's ICT facilities in a responsible and ethical manner.

- Never give out information about my username/account name and password to avoid the unauthorized use of DepEd's facilities.

- Never use DepEd's ICT facilities for unofficial purposes.

- Never use or copy files that are not authorized by the owner.

- Never install or copy personal files onto DepEd's computer equipment without the knowledge of the teacher.

- Never install or download any pirated or unauthorized software.

- Never play games especially without the consent of the teacher.

- Ask for the guidance of the teacher for doubtful activities which will need the use of the computer.

- Let my teacher and/or parents know my Username and Password, listed below:

_____

_____

_____

_____

Name/Signature (student) _____ Date _____

Parent or guardian _____ Date _____

Teacher _____ Date _____

OCT 1 3 2009

DepED O R D E R
No. 1 0 5, s. 2009

GUIDELINES IN MANAGING THE PROPER USE OF INTERNET SERVICES IN ALL ADMINISTRATIVE OFFICES AND SCHOOLS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. As this country advances through the 21st century, the use of technology to research, organize, evaluate and communicate information has grown. And as the public has learned to accept Information and Communication Technology (ICT), the use of the Internet has become a huge factor of an individual's development.

2. The Internet is a global system of interconnected computer networks that consists of millions of private and public, academic, business and government networks of local to global scope that are linked by copper wires, fiber-optic cables, wireless connections, and other technologies. A computer that connects to the Internet can access information from a vast number of servers and other documents and send information onto the network which can be saved and ultimately accessed by other servers and computers.

3. Recently, the Department of Education has issued DepED Order No. 50, s. 2009 entitled "Launching the DepED Internet Connectivity Project and Directing All Public High Schools to Subscribe to Internet Connectivity Services" aimed at providing Internet access to all public secondary schools.

4. With this development, teachers and students will have unlimited learning resources. And for administrative offices, the Internet can be used for research, study, communication and service purposes.

5. There are several types of Internet connections, which could be any of the following:

    a.   Analog or dial-up access
    b.   Integrated Services Digital Network (ISDN)
    c.   Digital Subscriber Link (DSL)
    d.   Cable
    e.   Wireless Internet Connections (Wi-Fi)
    f.   Satellite

6.   The Internet serves as the backbone for different applications and some of these are:

a. The World Wide Web (or just the Web)

1. Is a huge set of interlinked documents, images and other resources linked by hyperlinks and URLs which allow the web servers and other machines that store originals, and cached copies of these resources to deliver them as required using **HTTP (Hypertext Transfer Protocol)**.

2. In order to access web pages and allow users to navigate from one hyperlink to another, a 'web browser' is needed. Examples of which are: Internet Explorer, Mozilla Firefox, Apple Safari, etc.

3. Another feature is the use of the so-called 'search engines' wherein by just typing the keyword or topic of interest, a vast and diverse amount of online information becomes available for easy and instant access (e.g. Google, Yahoo!, Bing).

b. Electronic Mail

Abbreviated as e-mail or email, is a method of exchanging digital messages, designed primarily for human use. A message should at least consists of its content, an author address and one or more recipient addresses.

c. Remote Access

This is a feature of the Internet wherein an individual can access his/her computer from wherever he/she may be across the world with the use of a Virtual Private Network (VPN) connection via the Internet.

d. Instant Messaging (Chat)

1. Is a collection of technologies that create the possibility of real-time text-based communication between two or more participants over the Internet.

2. It also allows the effective and efficient communication, featuring immediate receipt of acknowledgement or reply.

3. Furthermore, it is possible to save a conversation for later reference.

e. File Sharing

1. Is the practice of distributing or providing access to digitally stored information, such as computer programs, multimedia (audio-video), documents, or electronic books.

2. This can be done thru email, putting the file in a 'shared' location or file server, or uploaded to a website for easy download by others.

f. Streaming Media

Is the process wherein audio and video files can be accessed and downloaded for listening and viewing. The said media may be live or previously recorded then uploaded.

g. Internet Telephony (VoIP)

1. VoIP stands for Voice-over-Internet Protocol, referring to the protocol that underlies all Internet communications.

2. It is the process wherein voice calls go through the Internet and is free or costs lesser than a traditional telephone call, especially over long distances.

7. As the Internet is known to be a place where a lot of information can be extracted and shared to educate people, it is also filled with dangerous software/programs (malicious software) that may steal important information, destroy or even use anybody's computer without his/her knowledge and harm others.

8. In order to avoid being victimized by such hazards, the Department of Education (DepED), is hereby issuing the following guidelines:

Administrative Use (DepED Central Office/Regional Offices/Division Offices/Schools)

a. Internet access is only granted to a limited number of users specified by the head of office and therefore identified as authorized users.

b. Internet access is provided to employees for the purpose of study, research, service and other activities, which must be in the conduct of official business or in furtherance of the mission and purpose of DepED.

c. Each employee using the DepED's Internet access shall identify himself/herself honestly, accurately, and completely when corresponding or participating in interactive activities.

d. Employees have no right of ownership or expectation of personal privacy as to their Internet usage.

e. The Technical Service and the Regional/Division ICT Coordinators are hereby designated to monitor all Internet usage including network traffic and with or without notice, to limit or restrict any employee's Internet usage privileges.

f. Offensive and/or subversive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using DepED's network, printing or computing resources.

- Offensive content includes, but not limited to –

  - Pornography, sexual comments or images, profanity, racial slurs, gender specific comment, or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability.

  - Subversive content includes, but not limited to –

    - Lending aid, comfort and moral support to individuals, groups or organizations that advocate the overthrow of incumbent governments by force and violence on the basis of treason, sedition, sabotage, espionage or acts of terrorism.

g. Accessing of prohibited sites will be considered a violation of the DepED Internet usage policies.

h. As part of Internet security, attempts to access these and other non-work related sites shall be discouraged and/or blocked.

i. Network Administrators are instructed to configure their proxy servers and/or switch routers in order to filter/block prohibited sites (if applicable).

j. For assistance in the configuration of said equipment, contact the Information and Communication Technology Unit (ICTU) at tel. no. (02) 631-9636, (02) 633-7264, (02) 636-4878 or email at ictu@deped.gov.ph.

k. All sites that are visited and revisited by the users should be recorded for monitoring purposes.

l. Internet access shall not be used to conduct personal business, play computer games, gamble, run a business, conduct political campaigns, activities for personal gain, or to take part in any prohibited or illegal activity.

m. No employee may use the Internet access to post messages to an Internet message board, chat room, 'web blog', 'listserv', or other Internet communication facility, except in the conduct of official business or furtherance of the DepED's mission.

n. No employee may use DepED's facilities knowingly to download or distribute pirated software and/or data. Any software or files downloaded via the Internet may be used only in ways that are consistent with their licenses or copyrights.

o. No employee may use the DepED's Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program codes or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.

Classroom Instruction Use (Schools)

a. Internet access is provided to teachers and students for the purpose of study, research, and other services/activities, which must be in the conduct of classroom instruction.

b. Internet access is only granted to a limited number of teachers or students specified by the Computer Lab Administrator and therefore identified as authorized users.

c. Each teacher and student using the school's Internet access shall identify themselves honestly, accurately, and completely when corresponding or participating in interactive activities.

d. Teachers and students have no right to ownership or expectation of personal privacy as to their Internet usage.

e. The Computer Lab Administrator is hereby designated to monitor all Internet usage including network traffic and with or without notice, to limit or restrict any teacher's/student's Internet usage privileges.

f. Offensive and/or subversive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using the schools' network, printing or computing resources.

- Offensive content includes, but not limited to –

  - Pornography, sexual comments or images, profanity, racial slurs, gender specific comment, or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability.

- Subversive content includes, but not limited to –

  - Lending aid, comfort, and moral support to individuals, groups or organizations that advocate the overthrow of incumbent governments by force and violence on the basis of treason, sedition, sabotage, espionage or acts of terrorism.

g. Accessing of prohibited sites will be considered a violation of the DepED Internet usage policies.

h. As part of Internet security, attempts to access these and other non-educational related sites shall be discouraged and/or blocked.

i. Computer Lab Administrators are instructed to configure their proxy servers and/or switch routers in order to filter/block prohibited sites (if applicable).

j. For assistance in the configuration of said equipment, all concerned may contact the Region/Division ICT Coordinator or the Information and Communication Technology Unit (ICTU) at tel. no. (02) 631-9636, (02) 633-7264, (02) 636-4878 or email at ictu@deped.gov.ph.

k. All sites that are visited and revisited by the teacher/student should be recorded for monitoring purposes.

l. Internet access shall not be used to conduct personal business, play computer games, gamble, run a business, conduct political campaigns, activities for personal gain, or to take part in any prohibited or illegal activity.

m. No teacher or student may use the Internet access to post messages to an Internet message board, chat room, 'web blog', 'listserv', or other Internet communication facility, except in the conduct of educational purposes or furtherance of the school's mission.

n. No teacher or student may use the school's facilities knowingly to download or distribute pirated software and/or data. Any software or files downloaded via the Internet may be used only in ways that are consistent with their licenses or copyrights.

o. No teacher and/or student may use the school's Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program codes or knowingly disable or over load any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.

p. Before the students can access the Internet, an orientation meeting between the students, parent/s or guardian and teachers must be organized and carried out. In this event, discussions will focus on what are the roles for each of the parties involved and have an understanding on what are the benefits and risks that exist online, as well as how to surf safely and responsibly.

q. After the rules have been set and understood, an Online Code-of-Conduct Contract must be filled-up and signed by all persons concerned. Sample contract is enclosed to this DepED Order.
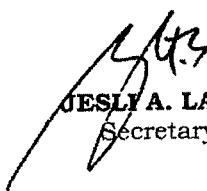
9. Furthermore, this Office urges the employees, educators, parents and students to take time to read articles at (www.B4USurf.org) which is an educational resource site whose goal is to teach individuals about cyber-ethics and cyber-safety.

10. The following subjects present in the website may be used in the orientation and training of proper Internet usage:

a. Educators – help the students with cyber-ethics/cyber-safety lesson plans

- Cyberwellness Program
- Cyberwellness Framework
- Cyberwellness Challenges
- Tips on Teaching

- Types of Cybercrime
- Software Piracy and the Law
- Share Resources
- Sample Lesson Plans

b. Parents – get tips on guiding the children on responsible Internet use

- Information for Parents
- Be Cyber-Savvy
- Tips on Teaching
- Types of Cybercrime
- Software Piracy and the Law
- Protecting your Computer
- Software Shopping Tips
- Questions to Consider

c. Students/Youth – have fun on the web while learning to surf safely and responsibly

- The Risks of Piracy
- Don't Get Duped
- Don't Get Burned
- Keep It Legal
- Protect Your Personal Space
- The Copyright Stuff
- B4USurf, Know the Risks
- Guide to Online Safety
- Software Shopping Tips
- Cyber-Ethics Code

11. Immediate dissemination of and compliance with this Order is directed.

JESLI A. LAPUS
Secretary

Encl.:
    As stated
Reference:
    DepED Order: (No. 50, s. 2009)
Allotment: 1–(D.O. 50-97)
To be indicated in the <u>Perpetual Index</u>
    under the following subjects:

BUREAUS & OFFICES   INFORMATION TECHNOLOGY
POLICY   SCHOOLS

R: Sally - proper use of internet services in offices and schools
October 5, 2009

[SCHOOL NAME]

<u>ONLINE CODE-OF-CONDUCT CONTRACT</u>

I will:

- Talk with my teacher and parents to learn the rules for using the Internet, including where I can go, what I can do, when I can go online, and how long I can be online (___ minutes or ___hours).

- Never give out personal information such as my home address, telephone number, my parents' work address or telephone number, credit card numbers, or the name and location of my school without my teacher and/or parents' permission.

- Always tell my parents immediately if I see or receive anything on the Internet that makes me feel uncomfortable or threatened, including e-mail messages, Web sites, or even anything in the regular mail from my Internet friends.

- Never agree to meet anyone in person that I have met online, without my teacher and/or parent's permission.

- Never send pictures of myself, other family members or friends to other people through the Internet or regular mail without first checking with my teacher and/or parents.

- Never give out my Internet passwords to anyone (even my best friends) other than my teacher and/or parents.

- Not do anything online that could hurt or anger other people or that is against the law.

- Never download, install, or copy anything from disks or the Internet without proper permission.

- Never do anything on the Internet that costs money without first asking permission from my teacher and/or parents.

- Let my teacher and/or parents know my Internet logon and chat names, listed below:

_____

_____

_____

_____

Name/Signature (student) _____ Date _____

Parent or guardian _____ Date _____

Teacher _____ Date _____