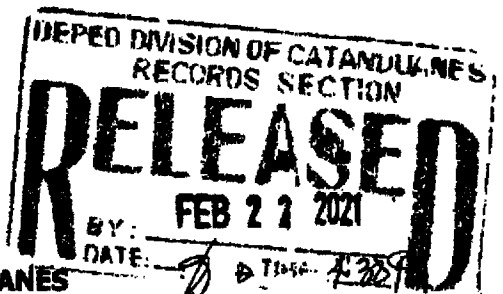




Republic of the Philippines  
Department of Education

Region V - Bicol


SCHOOLS DIVISION OFFICE OF CATANDUANES



DIVISION MEMORANDUM

OSDS-ICTU-DM- D68 s. 2021

**TO** : Assistant Schools Division Superintendent  
SDO Chiefs & Staffs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads Concerned  
School ICT Coordinators Concerned  
All other concerned

**FROM** :  SUSAN S. COLLANO  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

**SUBJECT** : DIVISION GUIDELINES IN MANAGING THE PROPER USE OF INTERNET SERVICES IN ALL ADMINISTRATIVE OFFICES AND SCHOOLS

**DATE** : February 21, 2021

1. The Division of Catanduanes recognizes that Information & Communication Technology (ICT) has many benefits and can make workplace communication more efficient and effective. Therefore, employees, teachers and learners are encouraged to utilize the DepEd provided accounts like the Gmail and Microsoft 365 in all their work-related transactions. This guideline covers the appropriate use of all information resources including computers, networks, website, email addresses, FB group (other social media) and the information contained therein.

2. The objective/purpose of this guideline is to prohibit certain unacceptable usage of technology, and to facilitate the individual responsibilities in the usage of ICT system in the division and schools.

3. As stated in the DepEd Order 105, s. 2009-Guidelines in Managing the Proper Use of Internet Services in All Administrative Offices and Schools that 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. In order to avoid being victimized by such hazards, this Division inform the field regarding the guidelines issued by the Department of Education (DepEd), to wit:

**ADMINISTRATIVE USE (SDO STAFF)**

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



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- 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 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 Division IT Officer ~~are~~ hereby directed 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 network, printing or computing resources.
  - o 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.
  - o 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. The Division IT Officer are instructed to configure their proxy servers and/or switch routers in order to filter/block prohibited sites (if applicable).
- j. All sites that are visited and revisited by the users should be recorded for monitoring purposes.
- k. 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.
- l. 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 mission.





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- m. No employee may use DepEd 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.
- n. No employee may use the DepEd 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.

**SCHOOLS (SCHOOL HEADS, TEACHERS, STUDENTS)**

- 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 School Head/School ICT Coordinator 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 School Information Communication Technology (ICT) Coordinator 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.
  - o 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.
  - o 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.





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- h. As part of Internet security, attempts to access these and other non-educational related sites shall be discouraged and/or blocked.
- i. School ICT Coordinators are instructed to configure their proxy servers and/or switch routers in order to filter/block prohibited sites (if applicable).
- j. All sites that are visited and revisited by the teacher/student should be recorded for monitoring purposes.
- k. 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.
- l. 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.
- m. 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.
- n. 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.
- o. 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.

#### **USE OF SOCIAL MEDIA (FACEBOOK GROUP, ETC.)**

Information and Communication plays a very important role in administrative functions as well as in the teaching and learning process. And the easiest and effective way of putting all this together is through social media. You can get the latest news and events by spending a few minutes in social media. In relation to this, the Division Office created an Official Facebook page (DepEd Tayo Catanduanes) for dissemination of DepEd programs and projects to our stakeholders and Facebook Group (DepEdROV-Catanduanes-All Employees) where the members are exclusive for SDO personnel only which will be used for live streaming and posting of important SDO programs and projects to the field. Pursuant to the Regional UnNumbered Memorandum dated January 11, 2021 entitled "Basic Protocols on the Use of Social Media/Online Platforms", the Division Office is hereby issuing the following guidelines

- Practice fast-checking/verification of information sourced from online platforms;





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- Ensure that online posts would promote respect, trust and confidence to the Department, its personnel and to the civil service in general
- Ensure that online posts will not directly/indirectly tarnish the image of the Department, its personnel and the civil service in general
- Promote online posts that dignifies other people or entities, rather than encourage libelous remarks which are violative of existing laws;
- Moderate the use of social media so as not to interfere with official work and duties.
- The group was created for official use and should not be considered as den for discussions of political groups and political activities and other things that may impact or affect the security, reputation and individuality of any member and the division as a whole.
- Rude, expletive, offensive and defamatory posts and comments are prohibited. The user is solely responsible for all his/her posts and comments.
- The admin reserves the right to remove a post and to ban anyone who willfully violates the rules.

#### **DIVISION EMAIL ADDRESSES / WEBSITE**

It is required that every government agency must have their own website to support an effective, transparent and accountable governance and, in particular, support the speedy enforcement of rules and delivery of accessible public services to the people. And to take full advantage of the system, the Division Office hereby formulates the following rules and obligations of concerned personnel:

- Section Chiefs/Heads, Education Program Supervisors, Cluster Supervisors and School Heads are advised to provide a hard and soft copy of narrative report with pictures on their latest programs, trainings, projects, winnings, accomplishments, undertakings, events/happenings, copy of SiP, and enrolment.
- Section Chiefs/Heads, Planning Officer and Alternative Learning System Staff are likewise advised to provide a hard and soft copy of the latest Division Profile, eBEIS, accomplishments, performance indicators, SiP, enrolment, directories, seminars and trainings, employee profiles, and other documents.
- Record Section and SDS office staffs/secretaries must furnish the ICT unit a hard and soft copies of every latest division memorandum, advisories, bulletins, letters and the like, always in advance to facilitate dissemination to all clientele.
- The ICT unit must upload only necessary information about the Division and Schools without violating rules and regulations on Website Law.





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- Publishing of news and articles must be reviewed by the assigned editor(s) or by the Filipino and English Supervisors and approved by the SDS.

- The following are the official email address/website/ telephone number of the Schools Division Office:



[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)



[www.depedcatanduanesrov.com](http://www.depedcatanduanesrov.com)



(052)811-40-63

4. For information, guidance and compliance.

OSDS-ICTUnit/02-22-2021

