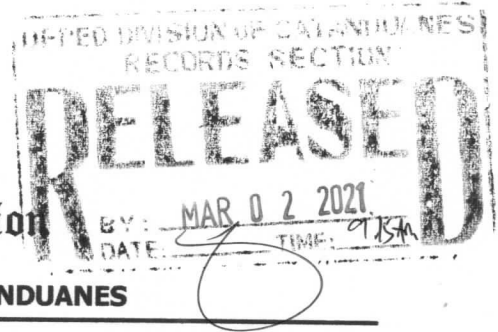Republic of the Philippines

Department of Education

Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

March 1, 2021

DIVISION MEMORANDUM
OSDS-ICTU-DM- 080 S. 2021

GUIDELINES ON THE USE OF E-CLASSROOM AND ICT EQUIPMENT DURING THE COVID-19 PANDEMIC

To : **Assistant Schools Division Superintendent**
SDO Chiefs & Staff
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary and Secondary)
District/School ICT Coordinator (Elementary and Secondary)
All others concerned

1.   Pursuant to **DO 78 s, 2010 entitled Guidelines on the Implementation of the DepEd Computerization Program(DCP) and OUA Memo 00-0420-0029 entitled Guidelines on the Use of Desktop Computer, Laptops, Tablet PCs and Smartphones at Home During the COVID-19 Pandemic**, this Office through the Information Communication Technology Unit(ICTU) directs all the School Heads to lead in the implementation policies and guidelines on the use of e-classroom and ICT equipment subject to the modified guidelines applicable in our Division.

2.   The Division Information Technology Officer-I shall ensure that E-classroom and ICT equipment are utilized within the attached policies and guidelines on the use of e-classroom and ICT equipment.

3.   Enclosed is the guidelines on the use of e-classroom and ICT equipment for reference.

4.   Immediate and wide dissemination of this memorandum is desired.

SUSAN S. COLLANO
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

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GUIDELINES ON THE USE OF E-CLASSROOM AND ICT EQUIPMENT DURING THE COVID-19 PANDEMIC

1. INTRODUCTION:

The Department of Education provided computer packages to both elementary and secondary public schools wherein recipient schools secure the package through compliance to the counterpart requirements indicated in the School Readiness Checklist (SRC) form.

The e-classroom provides computer facilities for conducting classes or otherwise, are opened to all students, teaching and non-teaching personnel of the school. Non-teaching personnel will only be allowed for administrative work related only.

The following policy and guidelines, which govern the use of the e-classroom facilities, may from time to time be amended as necessary.

2. OPENING HOURS:

The opening hours for the e-classroom are **Mondays to Fridays from 7:30 AM to 4:30 PM** except public holidays.

3. E-CLASSROOM RULES

3.1 Always keep the e-classroom environment clean. Users should not litter, or bring any food and/or beverages into the e-classroom and should clear up all their belongings after using the facilities;

3.2 Smoking, eating and/or drinking are strictly prohibited in the e-classroom at all times;

3.3 Do not delete or tamper with the programs/data files of other users.

3.4 Do not change any configuration of the devices;

3.5 Upon transition of ICT designation, there should be proper turn-over and orientation on the use of ICT equipment and its login credentials by the outgoing ICT Coordinator to the incoming ICT Coordinator;

3.6 Do not run any software or print any job that is not for academic purposes; and

3.7 The ICT Coordinator should orient the first-time teacher or learner users on the usage of the laboratory.

4. USE OF EQUIPMENT

4.1 Users should take good care in using the equipment and should ensure that the correct operating procedures are properly followed;

4.2 DCP packages must be used and stored inside the E-classroom only. Do not move any equipment, sockets and or cables from their original locations. Making sudden and unnecessary changes or adjustments to prearranged installation layouts must be avoided. Any modifications and/or additional improvements to the equipment and installation specifications set down in the TOR of DepEd

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Central Office is not permitted. Any and all modifications must be consulted first with the supplier and the Division ITO;

4.3 Incase of any malfunction of any equipment, users should inform the School ICT Coordinator immediately. Under no circumstances should users attempt to repair any equipment themselves. The ICT Coordinator should immediately report the malfunction device/s to the supplier to avail the three (3) years warranty for the repair and replacement of the said device/s. In case that the parts were not covered by the warranty the cost will be shouldered by the school through school funds (MOOE);

4.4 The printers should only be used for printing jobs for academic purposes.

4.5 Users are reminded that the use of unlicensed software, as well as the unauthorized copying of software, is strictly prohibited on school equipment. Users are solely responsible for any and all unlicensed software and documentation in their possession;

4.6 The Teacher-in-Charge of the ICT laboratory or the ICT Coordinator should make sure that USB flash drives/CDs are virus free before using them in the e-classroom; and

4.7 Users are prohibited to access any inappropriate sites (e.g. violence, nudity ang pornographic websites) or playing unauthorized videos and applications in the computers.

5. E-CLASSROOM LOGBOOK REQUIREMENT

5.1 The school through the ICT Coordinator shall prepare four(4) Logbooks for (1) Daily Utilization of E-Classroom – Enclosure 1 (2) Borrower's Logbook (for ICT equipment borrowed and used outside the laboratory and to be returned within a day and stored at the E-classroom)- Enclosure 2; (3) Walk-in Laboratory Users (non-regular users of e-classroom like non-teaching personnel)-Enclosure 3 and (4) Concerns, Issues, Gaps and Problems (CIGP) related to DCP packages – Enclosure 4. Submission of the said logbook must be uploaded to this link: https://tinyurl.com/DCPLogbook2021 every 10th day of the following month(*example: for the month of March, 2021 it should be uploaded on or before April 10, 2021*) for reference and monitoring purposes of the utilization of said packages.

For queries, you may contact at CP# 09208779674 or email at ictunit.ctd@deped.gov.ph .

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Enclosure 1 - Daily Utilization of E-Classroom

Date	Name of the User	Position Title/Section	Purpose	Computer No. Used

Prepared & Checked by:

_____

School ICT Coordinators

NOTED:

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School Head

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Enclosure No. 2 - Borrower's Logbook (for ICT portable equipment borrowed and used outside the laboratory and to be returned within a day and stored at the E-classroom)

Date	Name of the Borrower	Position Title/Section	Purpose	Borrowed portable equipment

Prepared & Checked by:

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School ICT Coordinators

NOTED:

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School Head

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Enclosure No. 3 - Walk-in Laboratory Users Logbook (non-regular users of e-classroom like non-teaching personnel)

Date	Name of the User	Position Title	Purpose	Computer No. Used

Prepared & Checked by:

_____
School ICT Coordinators

NOTED:

_____
School Head

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Enclosure No. 3 - Walk-in Laboratory Users Logbook (non-regular users of e-classroom like non-teaching personnel)

Date	Name of the User	Position Title	Purpose	Computer No. Used

Prepared & Checked by:

_____

School ICT Coordinators

NOTED:

_____

School Head

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Enclosure No. 4 - (4) Concerns, Issues, Gaps and Problems (CIGP) related to DCP packages

Date	CIGP Encountered	Initial Action Made	Technical assistance requested to the Supplier/ITO	Status of the Action Made

Prepared & Checked by:

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School ICT Coordinators

NOTED:

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School Head

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