



Republic of the Philippines  
Department of Education  
Region V(Bicol)

**SCHOOLS DIVISION OFFICE OF CATANDUANES**  
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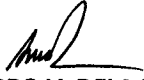


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**MEMORANDUM**

**TO :** ALL SDO Staff & Personnel

**FROM :**  **SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent

**SUBJECT :** OFFICE GUIDELINES ON THE PROPER USE OF INTERNET SERVICES

**DATE :** August 15, 2017

In order to maximize the use of Internet services for the conduct of official business or in furtherance of the vision and mission of DepED, this office mandates the compliance of the following **guidelines in the proper use of internet services** in all sections/sub-offices:

1. Internet access is only granted to a limited number of users specified by the head of office through the section chiefs and therefore identified as authorized users.
2. 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.
3. Each employee using the DepED's Internet access shall identify himself/herself honestly, accurately, and completely when corresponding or participating in interactive activities.
4. Employees have no right of ownership or expectation of personal privacy as to their Internet usage.
5. The Information Technology Officer-I is 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.
6. 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.

7. Accessing of prohibited sites will be considered a violation of the DepED Internet usage policies.
8. As part of Internet security, attempts to access these and other non-work related sites shall be discouraged and / or blocked.
9. Network Administrator is instructed to configure the proxy server and / or switch router in order to filter / block prohibited sites (if applicable).
10. All sites that are visited and revisited by the users should be recorded for monitoring purposes.
11. 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.
12. 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.
13. 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.
14. No employee may use 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.

For guidance and compliance.

Reference: DepED Order No. 105, s. 2009