Division Memorandum
No. 13, s. 2017

Division Information and Communication Technology (ICT) Policy in the Deped Division of Camarines Sur

To: Schools Division Superintendent
         Assistant Schools Division Superintendents
         Heads and Personnel of CID and SGOD Division
         Section Chiefs
         Public Schools District Supervisors
         School Heads of Public Elementary and Secondary
         All other concerned

Overview

The Division of Camarines Sur recognizes that ICT has many benefits and can make workplace communication more efficient and effective. Therefore, employees are encouraged to use ICT properly. This policy covers the appropriate use of all information resources including computers, networks and internet, website, email addresses, FB page and the information contained therein.

Objective / Purpose

To prohibit certain unacceptable uses of ICT, and to facilitate the individual responsibilities in the usage of ICT system in the division.

To inform personnel on the existing ICT facilities in the Schools Division Office (SDO)

Policy

Composition of the Division ICT Committees and Members

Over-all Chairman:	**Arnulfo M. Balane** Schools Division Superintendent
Vice-Chairmen:	**Susan S. Collano** Assistant Schools Division Superintendent **Dolores Q. Mapusao** Assistant Schools Division Superintendent
Members SDO:	**Philip A. Nebrea** *IT Officer I*
Principal Representative:	**Guillermo C. Ortua** *School Principal II* *Ocampo NHS*
School ICT Representative:	**John Paolo Chavez** *Tapayas NHS, Balatan* *President of the Division ICT Officers*

Eugene Abragan
Sagurong NHS, Pili
Marines F. Santiago
Libmanan North Central School, Lib. District
Nerissa Paglinawan
Cabusao Central School, Cabusao District
Ma. Helen Tangente
Mambayawas NHS, Libmanan
Gabrielle Flores
Villazar NHS, Sipocot
Marisa Tabezora
Coguit HS, Balatan
Ma. Cielo Vales
Sipocot South Central School, Sipocot
Marchie V. Navo
San Juan NHS, Libmanan
Ralph Anthony Ramos
Caranday HS, Baao

Roles and Responsibilities

On ICT Systems and School Infrastructure Management

- ➢ Assist School/District technology infrastructure
- ➢ Assist in preparation of the School Improvement Plan (SIP)

On ICT Programs and Projects

- ➢ Helps integrate ICT in teaching and learning
- ➢ Supports programs and projects implemented at the school/district, division and learning centers.
- ➢ Helps updates the Learners Information System (LIS) and Enhanced Basic Education Information System (EBEIS) and other Information System that requires Online Transactions.

On Partnership and Stakeholder Management

- ➢ ICT related MOU/MOA and Contracts

On ICT Policies and Standards Implementation

- ➢ School/District and Division policy standards must be aligned with the National and Regional policies and standards for Basic Education

On ICT and M & E

- ➢ Helps M&E system and tools on ICT
- ➢ Recommends finding and recommendations

On Technical Assistance to Schools/District Integration of ICT in School Governance, Teaching and Learning

- ➢ Helps capacitate school/district on ICT implementation
- ➢ Helps identified ICT needs/requirements
- ➢ Helps recommend to address ICT needs
- ➢ Helps Technology updates to other ICT Coordinators

On ICT Programs and Projects Implementation

- ➢ Helps School/District plans on programs and projects aligned with the division, regional and national PPs
- ➢ Helps in the implantation of the PPs in the school/district/division

Specific Functions:

a. Manage and maintain the information and Communication Technology (ICT) Systems and Infrastructure of the School/District to effectively support operations
b. Manage and implement ICT programs and projects in the school/district to ensure data validity and effective utilization of the systems

c. Formulate plans for the school/district to effectively allocate the necessary ICT resources of the division to support regional and national strategy, operations, programs and projects.
d. Participate and communicate with the division and other ICT District and School Coordinators with regard to the implementation of division ICT and ICT-related programs.

On Internet
(*as stated in the DedEd Order 105, s. 2009*)

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

Administrative Use (Division Offices and 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 Division IT Officer 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.

   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 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's mission.

m. 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.

n.   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.

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.

   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-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. 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.

Surveillance Camera
(Installed in the SDO)

a. There are more than ten (10) surveillance IP cameras installed in the SDO edifice in order to secure and maintain the 24/7 security of the SDO (except when there is interruption on power).

b. IP cameras are installed in the following areas;
- two cameras inside the conference hall
- one camera focus on the hallway of the ASDS offices
- one camera inside the IT section
- one camera inside the office of the Personnel Section
- one camera focus at the hallway of personnel
- one camera focus at the PACD and guard house
- one camera focus at the facade of the building
- one at the accounting section

c. IP cameras are recorded to ensure that all activity captured shall be protected.

d. Captured images and videos of the camera are confidential, therefore, written request of the copy of a certain activity or scene must secure approval from the office of the SDS.

E-DTR
(Division Memorandum #43, s. 2013)

a. E-DTR is an innovation in the SDO of camarines sur in order to track and trace time IN and OUT of employees in the morning and in the afternoon.
b. Picture of the employees are being captured and saved in the server of the E-DTR.
c. E-DTR shall be printed by the office of the IT Section at the middle of the month for the Job Order (JO) while regular employees shall be printed on the first day of the succeeding month. Any print out requested for the second time or previous months must provide a letter of request to be signed by the SDS.
d. There must be an official letter of request from the requestor signed by the SDS if needed to preview and search for any malpractice or doubts in the use of the E-DTR.

Document Tracking System (DoTS)
(Division Memorandum #175, s. 2012)

Enhanced Document Routing Information Management System (DRIMS) is a document tracking system that enables client to track and check the status using the Tracking Number provided by the computer system. Tracking # is a series of number generated by the Database computer system and send through SMS to the client. DoTS is one of the systems created as an innovation in the SDO of Camarines.

Maintained by the IT Section, DoTS basically provides help to client and to the employees of the SDO to automatically locate document/s once they have their tracking number.

Any client can track the status of their document according to;
-tracking number
-name
-name of school
-school ID
-type of document

Recent DoTS system cannot check the status of the document/s online as previous setup of the DoTS for the reason that most of the client checking the status of their tracking number does not have internet connection in their area and since that most of the area all over the Philippines has now signal of the cellphone, the office of the IT section deemed to utilize the giant signal of the leading communication network system in the country.

a. Client must have their tracking number first sent to them by the DoTS system before status of the document be facilitated.
b. Request of the lost tracking number/s must be provided by the IT section and check the availability of the data to the DoTS server.

Social Networking: FACEBOOK GROUP

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. And because of that, the Division Office created the Official Facebook group called **deped division of camarines sur** provides informative and creative information from the SDO. Memos, advisories, urgent call ups and others are also posted in the facebook page of camarines sur. But in order

not to divert from DepED mission and vision, and to limit the use of social media in worthless things, the Division Office is hereby issuing the following guidelines:

- Any member can post on the group wall but should be limited only to things related to the welfare of the students, teachers, and the division as a whole.

- 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 WEBSITE AND EMAIL ADDRESSES
(Division Memo # 17, s. 2012)

It is now 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 Website Personnel/ IT Officer a soft copy of every latest division memorandum, advisories, bulletins, letters and the like, always in advance to facilitate dissemination to all clientele.

- The Website Technical Personnel must upload only necessary information about the Division, Clusters, and Schools without violating rules and regulations on Website Law.

- 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 addresses in its counterpart section heads/offices:
    - depedcamsur@yahoo.com   -   SDS Office
    - felipe.nebrea@deped.gov.ph   -   IT Officer I
    - camarines.sur001@deped.gov.ph -   SDO Official Email Add

Use of the Conference Hall

Maintaining the functionality of the DepEd SDO Camarines Sur its multi-media equipment (sounds system, projector, cameras, computer, wifi, microphone, amplifiers, and public address).

Events like meetings, conferences, seminars, trainings etc..are some of the task of the IT Section that provides and maintain multi-media to its users and other clientele.

Repair of the Computers and other Devices of SDO employees

On verbal agreement by the Property Section and its section head Benjamin Layosa and the IT Section under Philip A. Nebrea that the repair of all defective IT gadgets and devices must be the responsibility of the Property Section. However, IT Section must ensure that the assessment of the said devices and gadgets must be the responsibility of the IT Section.

DIVISION DepEd on AIR

A regular radio program of the DepEd Division of Camarines Sur over DWRB in Naga City every Saturday from 2:00 to 3:00 PM. A one (1) hour conversation of the DepEd units and section heads that cater information where deped camarines sur is offering and practice the art of transparency in the government.

DIVISION INFOBOARD (INFOCAST soon to be implemented)

It is an opportunity that among government agency, the Division of Camarines Sur was chosen to be the beneficiary of the SMART Project, The InfoCast Service. It is a web-based solution that offers various SMS facilities with different functions and capabilities like broadcasing, Survey through SMS and Interaction of Administrator and the client catering to the needs of the division. And to take full advantage of the system, the Division Office hereby formulates the following guidelines in the conduct of broadcasting information:

- Announcement must be approved by the SDS or by the section chiefs/heads.

- The SDS, IT Officer and all authorized and designated Content Provider of the Infocast are the only personnel authorize to use the InfoCast dashboard.

- Text broadcasts, survey, interaction and others coming from InfoCast are official and should not be disregarded.

ARNULFO M. BALANE, CESO V
Schools Division Superintendent