



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION

**SCHOOLS DIVISION OF MARINDUQUE**

Office of the Schools Division Superintendent

**MEMORANDUM**

**TO:** Chief Education Program Supervisors, CID & SGOD  
Public Schools District Supervisors  
Education Program Supervisors  
Unit/Section Heads  
All Others Concerned

**FROM:**   
**LYNN G. MENDOZA, EdD**  
OIC - Schools Division Superintendent

**SUBJECT: USE OF INTERNET IN THE SCHOOLS DIVISION OFFICE**

**DATE:** October 17, 2023

1. Please find attached **DepEd Order No 105, s. 2009 re: Guidelines in Managing the Proper Use of Internet Services in All Administrative Offices and Schools** for the information, reference and guidance of employees concerned.
2. Particular attention is invited to paragraph 8 of the said Order which refers to the guidelines in the administrative use of Internet in the Division Office as enumerated below:
  - a. internet access is only granted to a limited number of users specified by the head of office and therefore identified as authorized user.
  - 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, 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 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.
  - f. Accessing prohibited sites will be considered a violation of DepEd Internet usage policies.
3. Provision of Internet in the Division Office is available from 7:00 in the morning until 6:00 in the afternoon. For SDO personnel who will stay longer than the official working hours that may require internet connection, he/she may inform the ICT Unit so the internet service will not be disconnected. However, it will be his/her full responsibility to remind the Guard on duty to properly initiate the shutdown process of all electrical devices in the ICT Unit to prevent electrical malfunction.
4. Immediate dissemination of this Memorandum is desired.

*"DepEd Marinduque, Heart of the Philippines  
Lead to Excel, Excel to Lead"*



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RECORDS SECTION  
**RELEASED**  
002928  
Signature:   
Date: **OCT 17 2023**



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DepED ORDER  
No. 105, 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 21<sup>st</sup> 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 consist 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.

### **Classroom Instruction Use (Schools)**

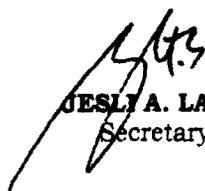
- a. Internet access is provided to teachers and students for the purpose of study, research, and other services/activities, which must be in the conduct of classroom instruction.
- b. Internet access is only granted to a limited number of teachers or students specified by the Computer Lab Administrator 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](mailto:ictu@deped.gov.ph).

- 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](mailto: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.

- 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](http://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 Perpetual Index  
under the following subjects:

BUREAUS & OFFICES  
POLICY

INFORMATION TECHNOLOGY  
SCHOOLS

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