



ICT NETWORK USAGE AND SECURITY POLICY - *Adopted from DOST-ICT Rules*
(Student Handbook – Revised in 2022)

- A. All Information and Communications Technology (ICT) facilities and resources of the school are valuable assets and must only be used to perform school-related duties or officially authorized activities.
- B. The authority and responsibility to install, upgrade or modify any hardware or software rests solely on the MIS Unit, unless authorized for a specific class activity, otherwise it will be considered as vandalism.
- C. Inserting foreign objects into any equipment in the laboratory shall be considered vandalism in accordance with the PSHS Code of Conduct. Defacing laboratory equipment or furniture shall likewise be considered as vandalism.
- D. Copying a computer file that contains another person's work and submitting it for one's own credit or using it as a model for one's own work, and/or submitting the shared file, or a modification thereof, as one's individual work, when the work is a collaborative work, or part of a larger project is considered cheating.
- E. Use of ICT resources for any activity unrelated or inappropriate to the duties and responsibilities of the scholar shall be prohibited at all times e.g. playing games or watching videos.
- F. Accessing, downloading, producing, disseminating or displaying material that could be considered offensive, pornographic, racially abusive, culturally insensitive or libelous in nature are prohibited.
- G. Students shall be given a login account to access their files on the servers. They are responsible for the password making sure it is kept secret, and for all the files found in their folder. The MIS or authorized personnel may delete files or softwares that are unauthorized or inappropriate. The student is responsible for keeping the size of his folder within the prescribed limit set by the MIS.
- H. There is no assumption of privacy in the student's files stored within the school's infrastructure. The school reserves the right to examine any and all files stored within the system.
- I. The student is also expected to follow other rules and regulations in addition to these guidelines as set by the DOST, PSHS and other units within the campus specific to their jurisdiction.
- J. The following laptop areas and allowed devices should be observed:



Laptop areas:

1. Classrooms and labs during class, subject to teacher's approval
2. Free lab and library during free time, subject to teacher's/librarian's approval
3. Dorms—library, Internet room, common area, study hall, subject to dormitory manager's approval
4. Cafeteria—the coop will designate a specific area, subject to coop manager's approval

A permit from the teacher and the MIS must be secured before using laptops.

Allowed devices: (subject to approval by the teacher/manager concerned)

- Cell phones, Laptop in designated areas.
- Permission is required for all other electronic devices.

Clarificatory Details (From PSHS Main Campus)

Use of gadget in areas not listed here are not allowed unless supervised by a teacher or a school staff.

White list - the school observes a white list during school hours. Only sites included in the list are allowed. Access to sites not in the list via other gateways or proxies are prohibited. Should a student require a site to be included in the list for academic purposes, he/she should ask the teacher to make the request to the MIS office.