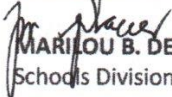


DIVISION MEMORANDUM

No. 071, s. 2019

To : ALL PSDS/DICs,
ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL ELEMENTARY AND SECONDARY SCHOOL ICT COORDINATORS

From :  **MARILOU B. DEDUMO, PH.D., CESO V**
Schools Division Superintendent

Subject : UNIFIED DIVISION COMPUTER LABORATORY RULES AND REGULATIONS FOR
E-CLASSROOM.

Date : FEBRUARY 7, 2019

1. In line with DepEd Order No. 95, s.2010, GUIDELINES ON THE PROPER USE OF COMPUTER AND NETWORK FACILITIES IN ALL DEPED ADMINISTRATIVE OFFICES AND SCHOOLS, the Division ICT Unit together with selected School ICT Coordinators enjoin all school personnel and stakeholders to embrace the Unified Division Computer Laboratory Rules and Regulations for E-Classroom (See Enclosure 1) to ensure effective and efficient use of computer and network facilities.
2. Immediate dissemination of and strict compliance with this Memorandum is directed.

Enclosure 1

RULES & REGULATIONS - COMPUTER LABORATORIES

Persons allowed to use the laboratories in the faculty are:

- ✦ ICT Coordinator
- ✦ Currently enrolled students.
- ✦ Faculty and Staff
- ✦ Stakeholders (Tech4Ed users)

Laboratory Rules

Users must read, understand and obey all of the rules and regulations before using laboratory facilities.

1. Students are allowed to bring in bags, but must be placed on designated areas provided.
2. Users must accomplish the logbook before and after using the computer.
3. Only the authorized personnel are allowed to stay inside the computer laboratory.
4. Food and drinks are not allowed inside the laboratory.
5. Students must stay on their assigned work stations at all times, if problem exist due to malfunction of the unit ask for Technical assistance to the in charge.
6. Users are prohibited to change computer settings (i.e., wallpaper, folder, system file, mouse pointer, and desktop settings including operating system).
7. Only installed or recommended licensed applications must be used by computer users.
8. Users are not allowed to remove or relocate any computer equipment from its location without obtaining permission from the Computer Laboratory in charge.
9. The internet facility is strictly for educational purposes only (research, doing assignments and projects).
10. Ask permission to the Computer Laboratory in charge to use any storage devices (e.g. flash drives, portable drives) as well as printing documents.
11. Faulty computer equipment must be reported to the staff in charge immediately.
12. Cursing, shouting and vandalism are strictly prohibited inside and outside of the computer laboratory.
13. Users must switch off the computer after each use to avoid energy waste and equipment damage. (if applicable)
14. Please clean your work station before leaving the computer laboratory.

Note: Failure to obey the said rules and regulation will result to the issuance of a referral to the prefect of discipline.

Using other computer equipment.

-Student must obtain permission from in charge of the laboratory for each computer equipment (i.e, mouse, laptop, etc.) that is needed to be brought into the laboratory.

Laboratory schedule: To be arranged by the ICT Coordinator and School Head.

Application can be installed

Here are the list of applications approved by the Division ITO that can be installed to the new DCP Packages.

1. Google Chrome/Mozilla Firefox
2. Adobe Collection CS 5 version or lower (limited only)
 - a. -Photoshop
 - b. -Reader

- c. -Acrobat
- d. -InDesign
- 2. Encarta (for Elementary DCP)
- 3. Sony Vega Pro 15 (Portable or Crack) (if applicable)
(Note: using this software should be offline)
- 4. Media player – VLC (if applicable)

For schools that needs to install other software mentioned above please secure a request letter to be signed by the school head and send thru email marvin.minguillan@deped.gov.ph.