



## **IT Laboratory Rules and Regulations**

These rules and regulations are established to ensure a productive, secure, and respectful environment for all users of the IT Laboratories and school internet services. Adherence to these guidelines is mandatory and is in compliance with relevant Philippine laws.

### **I. General Laboratory Conduct**

1. **Respect for Equipment:** All users must treat IT laboratory equipment (computers, peripherals, furniture, etc.) with care. Any damage, defacement, or tampering with hardware or software is strictly prohibited and will result in disciplinary action.
2. **No Food or Drinks:** Food, beverages, and chewing gum are strictly prohibited inside the IT laboratories to prevent damage to equipment and maintain cleanliness.
3. **Cleanliness:** Users are responsible for keeping their workstations clean and tidy. Dispose of trash properly in designated bins.
4. **Noise Level:** Maintain a quiet and conducive learning environment. Loud conversations, excessive noise, or playing audio without headphones are not allowed.
5. **Personal Belongings:** Keep personal belongings organized and out of the way to prevent accidents. The school is not responsible for lost or stolen items.
6. **Entry and Exit:** Follow established procedures for entering and exiting the laboratory. Do not block doorways or aisles.
7. **Reporting Issues:** Report any hardware malfunctions, software errors, or suspicious activities to the IT staff or supervising teacher immediately.
8. **Unauthorized Access:** Do not attempt to access or modify system settings, install unauthorized software, or bypass security measures.
9. **Time Limits:** Be mindful of time limits, especially during peak hours, to allow fair access for all students.
10. **Supervision:** Students are only permitted in the IT laboratories when supervised by a teacher or authorized staff member.

### **II. Computer and Software Usage**

1. **Authorized Use Only:** Computers and software are to be used strictly for academic purposes (e.g., research, assignments, projects) related to school activities.
2. **No Illegal Activities:** Engaging in any illegal activities, including but not limited to, hacking, unauthorized file sharing, computer-related fraud, or accessing illicit content, is strictly forbidden. Such acts may also constitute violations under **Republic Act No. 10175 (Cybercrime Prevention Act of 2012)**.
3. **Software Installation:** Users are not permitted to install, uninstall, or modify any software on laboratory computers.
4. **Saving Files:** Save your work only in designated user folders or cloud storage. Do not save personal files on the local C: drive or desktop, as they may be deleted without notice.

5. **Logging Off:** Always log off your computer session before leaving the workstation.
6. **Printing:** Use printing resources responsibly. Print only necessary academic materials and avoid excessive printing.
7. **Intellectual Property Rights (IPR):** All users must respect intellectual property rights. Unauthorized copying, distribution, or use of copyrighted materials (software, music, videos, texts, images, etc.) is strictly prohibited and is a violation of **Republic Act No. 8293 (Intellectual Property Code of the Philippines)**.
8. **Handling of Personal Data:** When handling any personal information on laboratory computers or through school systems, users must adhere to the principles of data privacy and security as mandated by **Republic Act No. 10173 (Data Privacy Act of 2012)**. This includes protecting the privacy of others' information.

### III. WiFi and Internet Usage

1. **Academic Priority:** The school's WiFi and internet access are provided primarily for educational and academic purposes.
2. **Responsible Use:** Users are expected to use the internet responsibly, ethically, and in accordance with the school's Acceptable Use Policy and all applicable laws.
3. **Prohibited Content:** Accessing, downloading, or distributing inappropriate, offensive, violent, discriminatory, or sexually explicit content is strictly prohibited. This includes content that may violate **Republic Act No. 10175 (Cybercrime Prevention Act of 2012)**, particularly provisions related to cybersex and child pornography.
4. **Cyberbullying and Harassment:** Using the internet for cyberbullying, harassment, or any form of online misconduct against others is strictly forbidden and will lead to severe disciplinary action. Such acts may also fall under the purview of **Republic Act No. 10175 (Cybercrime Prevention Act of 2012)**.
5. **Privacy and Voyeurism:** Respect the privacy of others. Do not attempt to access, share, or distribute personal information of others without their explicit consent. The unauthorized capturing, copying, reproducing, selling, distributing, publishing, broadcasting, or exhibiting of photos or videos of a person's private parts or sexual acts without their consent is strictly prohibited and is a criminal offense under **Republic Act No. 9995 (Anti-Photo and Video Voyeurism Act of 2009)**.
6. **Bandwidth Management:** Avoid excessive use of bandwidth for non-academic activities (e.g., streaming high-definition videos, large downloads) to ensure fair access for all users.
7. **No Gaming/Social Media (During Class):** During instructional time, the use of the internet for online gaming, social media, or other non-academic recreational activities is prohibited unless explicitly permitted by the teacher for educational purposes.
8. **Personal Devices:** When using personal devices (laptops, tablets, smartphones) on the school WiFi, ensure they are free of malware and viruses. The school is not responsible for issues arising from personal device usage.
9. **Security:** Do not share your WiFi password or login credentials with others. Report any suspected security breaches or unauthorized access to the IT staff.

10. **Bypassing Filters:** Attempting to bypass the school's internet filters or security measures is strictly prohibited.

#### **IV. Consequences of Non-Compliance**

Violation of these rules and regulations may result in one or more of the following disciplinary actions by the school, and may also be subject to prosecution under relevant Philippine laws, including but not limited to **Republic Act No. 10173 (Data Privacy Act of 2012)**, **Republic Act No. 10175 (Cybercrime Prevention Act of 2012)**, **Republic Act No. 8293 (Intellectual Property Code of the Philippines)**, and **Republic Act No. 9995 (Anti-Photo and Video Voyeurism Act of 2009)**:

- Verbal warning
- Temporary suspension of IT laboratory or internet privileges
- Detention
- Parental notification
- Monetary charges for damaged equipment
- Suspension from school
- Expulsion from school
- Legal action, if applicable

By using the school's IT laboratories and internet services, all users agree to abide by these rules and regulations.