MABALACAT CITY COLLEGE

FROM THE MINUTES OF THE 4th QUARTER REGULAR MEETING OF THE
BOARD OF TRUSTEES OF MABALACAT CITY COLLEGE
HELD ON OCTOBER 29, 2020, 2:00 P.M. VIA MICROSOFT TEAMS (VIRTUAL)

PRESENT:

Vice Chairperson - Dr. Michelle A. Ong   College President

Members -

Hon.Krizzanel C. Garbo   Chairperson, Committee on Education, Sangguniang Panlungsod, Mabalacat City, Pampanga

Dr. Imelda DP. Soriano   Representative, ALCU-National

Ms. Rebecca Q. Lising   President, MCC Faculty Association

Mr. Niel P. Rigdao   President, MCC Alumni Association

Mr. John Khyle David B. Villanueva   President, MCC Student Council

Secretary of the Meeting -

Atty. Charmaine P. Lansangan-Venturina

ABSENT:

Chairperson - Hon. Crisostomo C. Garbo   Mayor, Mabalacat City, Pampanga

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RESOLUTION NO. 34
Series of 2020

APPROVING THE MABALACAT CITY COLLEGE POLICY ON INTERNET USAGE

WHEREAS, Article III Section 6 of the City Ordinance No. 60 s. 2016 generally known as The New Charter of Mabalacat City College, the Sangguniang Panlungsod empowers Mabalacat City College to exercise the general powers prescribed by this Ordinance in order to carry out and perform the powers and functions are hereby vested exclusively by the Board of Trustees;

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WHEREAS, Article II section 7 (q), of the City Ordinance No. 60 s. 2016 generally known as The New Charter of Mabalacat City College, the Sangguniang Panlungsod of Mabalacat City empowers the Board of Trustees to exercise and perform such other powers and functions not inconsistent with existing law or ordinance as it may deem necessary for the effective and efficient governance of the College;

WHEREAS, The Board of Trustees of Mabalacat City deemed it necessary that the internet provisions of Mabalacat City College to its personnel, students and guest be properly regulated as it is an essential resource of the College;

NOW THEREFORE, BE IT RESOLVED, as it is hereby resolved, by the Board of Trustees in its 4th Quarter Regular Meeting herein assembled, to approve the following policy:

I. SCOPE AND COVERAGE

This policy shall cover all students, guests, visitors, researchers, visiting professors, lecturers, and employees, namely: regular, probationary, temporary, contractual, casual, and personnel under contracts of service and job orders.
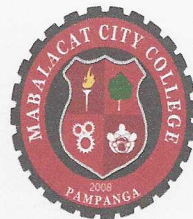
II. Consultation

This policy has been developed in consultation with Office Heads and Employees gathering their thoughts, experiences and interviews. The growing numbers of usage of ICT in the College made it imperative to promote internet safety and reliability.

III. DEFINITION OF TERMS

A. Email – refers to Electronic Mail a digital message sent electronically from one computer to one or more other computers through internet.
B. Internet Bandwidth – refers to the maximum data transfer rate of a network or Internet connection. It measures how much data can be sent over a specific connection in a given amount of time.
C. Computer System – refers to a set of integrated devices that input, output, process, and store data and information.
D. Computer Network – refers to a set of computers connected together for the purpose of sharing resources.
E. Mac Address – refers to a unique identifier assigned to a network interface controller (NIC) for use as a network address in communications within a network segment.
F. IP Address – refers to internet protocol address; it is an identifying number that is associated with a specific computer or computer network.

G. DHCP – refers to Dynamic Host Configuration Protocol a network management protocol used to automate the process of configuring devices computer networks.

H. Router – refers to networking device that connect multiple devices wirelessly or wired through the network and placed per College offices or facilities.

I. Network Switch – refers to networking hardware that connects devices on a computer network and installed inside the College different walls.

J. Data Center – refers to physical facility that organizations use to house their critical applications, servers and data.

K. ICT – Information and Communication Technologies refers to all communication technologies, including the internet, wireless networks, cell phones, computers, software, middleware, video-conferencing, social networking, and other media applications and services enabling users to access, retrieve, store, transmit, and manipulate information in a digital form.

IV. Accepted ways of using Computer, email and internet usage

- All Internet data that is composed, transmitted and/or received by College computer systems is considered to belong to Mabalacat City College and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties. All users are expected to use the internet responsibly and productively.

- Any website and downloaded content can be monitored by the College. They can be banned and blocked by the Management Information System (MIS) Office if considered harmful to productivity and computer network security.

- Any device that connected to the College network has a MAC address and can be collected by MIS Office to monitor the Internet Bandwidth usage. Examples include but are not limited to downloading/uploading unreasonably large files and streaming videos.

V. Unacceptable ways of using Computer, email and internet usage

- Emails sent containing content that is deemed to be offensive, including but not limited to the use of harassing, violent, bullying, discriminating and hateful messages or imagery;

- Amending Computer system's IP address and DHCP settings;

- Installing software on College computers without the authorization of a College MIS representative;

- Sharing confidential material, trade secrets, or other proprietary information outside of authorized parties of the College;

- Introducing malicious software Malware onto the College network or performing other actions that put the security of the organization at risk;

- Attempting to bypass the College web filter to access blocked material;

- Sharing or leaking passwords or other credentials that are used to provide access to equipment, services, accounts, and other assets;

- Modifying the College network equipment configuration and cable such as the router and network switch without permission and authorization from the college MIS Office;

- Entering MIS Data Center without permission or authorization --Visiting the data center requires an approval to VPA Office before proceeding.

VI. Website Restriction

The MIS Office blocks common malicious websites through the internet. Below are the list of blocked materials and their corresponding definitions and disputes. College personnel can request to MIS Office attached with their reason and purpose to bypass a specific website that has been blocked by the MIS network administrator.

1. Adware - is unwanted software designed to throw advertisements up on your screen, most often within a web browser.
2. Malware - is the collective name for a number of malicious software variants, including viruses, ransomware and spyware.
3. Fake News Sites - is a type of yellow journalism or propaganda that consists of deliberate misinformation or hoaxes spread via fake website news.
4. Online Gambling - is any kind of gambling conducted on the internet.
5. Porn Sites - Pornographic images and videos which can be viewed and/or downloaded from the internet.

VIII. Violations of this Policy

Students and Personnel who don't conform to this internet usage policy will face disciplinary action. Violations will cause a series of punishment if caught abusive.

Disciplinary action, including dismissal, may be taken against the concerned individual who, after due notice and hearing, is shown to have failed to comply with the policy or has circumvented any security systems and/or protection mechanisms.

Minor Disciplinary Cases

These cases include scenarios with no major damage or loss in terms of the College reputation, major and crucial operations, and data privacy.

Major Disciplinary Cases

Any violation which involves losses and damages to the College, shall subject the concerned individual to administrative penalties under the existing civil service law, rules and regulations.

Disciplinary actions and processes shall follow that of the Student Handbook, for student violators, and the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), for personnel violators. For guests and visitors, all administrative, criminal and civil actions allowed by law shall be applied.

RESOLVED FURTHER, that a copy of this resolution be furnished to the concerned offices.

APPROVED this 29th day of October 2020.

Approved by:

HON. CRISOSTOMO C. GARBO
Chairperson, Mayor of the LGU of Mabalacat City

DR. MICHELLE A. ONG
Vice Chairperson, College President

HON. KRIZZANEL C. GARBO
Member, Chairperson - Committee on Education
Sangguniang Panlungsod of the LGU of
Mabalacat City

DR. IMELDA DP. SORIANO
Representative, ALCU - National

MS. REBECCA Q. LISING
Member, President – MCC Faculty Association

MR. NIEL P. RIGDAO
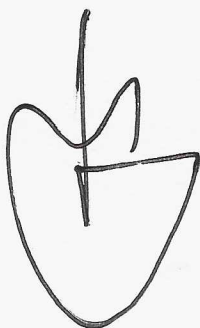Member, President - MCC Alumni Association

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MR. JOHN KHYLE DAVID B. VILLANUEVA
Member, President - MCC Student Council