



IT Policy for Employees

I. Access to telecommunications, network services and its contents are authorized for legitimate International School Manila's business purposes only. All employees are expected to use discretion, good judgment and common sense and to conduct themselves morally and professionally in using, accessing and transmitting school related Information and Technology data and services. Any person who infringes this policy may be subjected to disciplinary action.

II. By definition, IT Director will have access to all files on all computers and systems. Please do not store personal and confidential files on your computer machines.

III. All International School students and employees will be responsible in safeguarding the data and services being offered by the school. They will likewise be responsible in safeguarding their account password and accesses. Any attempt to compromise account passwords is prohibited.

Unauthorized mass mailing is always prohibited.

Attempt to forge and/or tamper International School online and network systems are also prohibited.

NO individual shall attempt and/or intentionally cause damage to any equipment or software belonging to International School Manila. Installing any software or systems, unauthorized by the school is likewise prohibited.

In addition, below are samples of conduct that will not be tolerated including, without limitation:

- a. Tampering and attempt to tamper or remove any hardware or software from any IS owned or leased system or equipment
- b. Deleting, renaming, moving, copying or changing any files or its properties, other than their own files
- c. Change and attempt to change passwords other than their own
- d. Intentionally impersonating someone else and/or misinterpreting yourself through the use of another's email account, computer or other international school asset
- e. Using other accounts to distribute or access inappropriate materials
- f. Intentionally bypassing the user-security mechanisms of the network and mail system without authorization



INTERNATIONAL SCHOOL MANILA

IV. Information and Technology resources may not be used for accessing, viewing, posting, downloading, storing, transmitting, sharing, printing, distribution or solicitation of any information or material, graphical or plain from any source that the school deems pornographic, obscene, abusive or otherwise offensive or inappropriate for the school system. This policy will apply to any activities occurring within the school's premises or at any school-sponsored event. This policy also applies to any activity involving the use of school-owned or leased property including but will not be limited to laptops, PC's, network systems, email, internet access and intranet access. Any person who infringes this policy may be subjected to disciplinary action.

V. Employees are responsible for reading their email regularly and report to IT all concerns.

VI. Use of the school email account may give the appearance that you represent International School Manila. Utmost care and discretion should be exercised when using these online services.

Guidelines should always be followed.

- a. Be Polite. Abusive or derogatory words and messages is prohibited.
- b. Do not reveal information about you or other individuals.
- c. Do not use online systems to harass, intimidate or threaten any person or organization.
- d. Communications intended for internal use should not be forwarded.
- e. Protect and help protect copyright laws. Do not support illegal copying, distribution and use of pirated software whether this is in the data form, audio files and /or any video files.

VII. IS Manila reserves the right to monitor and if necessary, block access and services to internal and external sites it considers unproductive, pornographic and/or any other sites and/or services it deems unfit for the school.