

INTERNET USAGE POLICY

An Internet Usage Policy provides students with rules and guidelines about the appropriate use of the school equipment, network and Internet access; having such a policy in place helps to protect both the school and the student.

This Internet Usage Policy applies to all students of SISFU who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by students of SISFU is permitted and encouraged where such use supports the goals and objectives of the school. However, access to the Internet through SISFU is a privilege and all students must adhere to the policies concerning computer and Internet usage. Violation of these policies could result in disciplinary action. Students may also be held personally liable for damages caused by any violation of this policy.

I. Computer and Internet Usage

- A. Students are expected to use the Internet responsibly and productively.
- B. School-related activities include research and educational tasks that may be found via the Internet that would help the student academically.
- C. All Internet data that is composed, transmitted and/or received by SISFU's computer systems is considered to belong to SISFU and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- D. The equipment, services and technology used to access the Internet are the property of SISFU and the school reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- E. Emails sent via the schools' email system should not contain content that is deemed to be offensive. This includes, though not restricted to, the use of vulgar or harassing language/images.
- F. All sites and downloads may be monitored and/or blocked by SISFU if they are deemed to be harmful and/or not productive to the student.
- G. The installation of software such as instant messaging technology is strictly prohibited unless required in class.

II. Unacceptable Use of the Internet by Students includes, but not limited to:

- A. Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- B. Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via SISFU's email service.
- C. Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- D. Stealing, using, or disclosing someone else's password without authorization
- E. Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- F. Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- G. Hacking into unauthorized websites.
- H. Sending or posting information that is defamatory to the school, its products/ services, colleagues and/or customers.
- I. Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
- J. Sending or posting chain letters, solicitations, or advertisements not related to the schools' purposes or activities.
- K. Passing on personal views as representing those of the organization.
- L. Uploading pictures/ videos/ comments that may implicate or tarnish the reputation of the school or its personnel.

All terms and conditions as stated in this document are applicable to all users of SISFU's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by SISFU.

Policy to regulate the use of electronic gadgets and other related devices

Section 1. It shall be prohibited for any student, not being authorized by their professor to use any electronic gadget and other device such as iPod, iPhone, mobile phone, laptop computer, portable PlayStation, camera or any other similar electronic device including its accessory while and during class session.

Section 2. Any student who willfully or knowingly does or who shall aid, permit, or cause to be done any of the acts prohibited in the preceding section or who violates the provisions of the following sections, or aids, permits, or causes such violation shall be subjected to disciplinary action provided for in the next paragraph.

Confiscation of School ID of the student; The ID of the erring student shall only be released upon payment of a fine amounting to Three hundred (300.00) pesos in Philippine Currency coupled with satisfactory explanation by such student to the Head of School. This section shall not apply in cases provided for under Section 6 of this Policy.

Section 3. Nothing contained in this Policy, however, shall render punishable for any student, who is authorized by their professor, to execute any of the acts declared to be prohibited. The authority or permission granted or issued by the professor shall specify: (1) the student or students who will be allowed to use their electronic device; (2) the period of the authorization; (3) the scope of authorization and; (3) the electronic device to be allowed.

Section 4. Using of electronic device for any purpose, other than what has permitted by the professor shall also be a violation under this Policy.

Section 5. Using of Mobile phones by the students for any purpose shall be prohibited during class session. All students must turn off or otherwise put their mobile phone on “silent mode” during class session.

It shall be prohibited for any student to have mobile phones or any similar device in their possession while on duty, whether in the kitchen, restaurant training room, office or any other event or activity facilitated by SISFU, except as provided for under section 3 thereof.

Section 6. Using of electronic gadget or any other electronic device during examination shall be a prima facie evidence of cheating and shall be punishable under other related policy of the University regarding cheating.