Policy No: ADM-POL-ITC-0003  
Policy Title: Network Administration Policy  
Implementation Procedure: ADM-PROC-ITC-0006 Securing User Accounts  
ADM-PROC-ITC-0007 Connectivity Maintenance Procedure  
Date of Issuance: S.Y.2010-2011  
Effectivity: S.Y. 2010-2001 to present  
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Office of Origin: (Policy Expert)  
“Supersedes” Notification: 

Purpose of Policy: This details the Colegio’s policies, measures and authorized personnel in implementing Network Administration.

Detailed Policy Statement:

- **Network Administration** is divided to the following areas:
  - LAN and WAN Management
  - Server Administration
  - Network Security
  - User Account Management
  - Connectivity Maintenance
  - Safeguard against virus and protection

- **Network System**
  - Only the Network and Technical Support In Charge is allowed to manage the network system.
  - Unauthorized students and employees who gained access to the two network system will be penalized based on the provisions stated in the Student or Employee Handbook.
  - Selected data and information in the network system can be provided to unauthorized users upon approval of the ITC Director.

- **Safeguard against Virus and Infection**
  - Employees are prohibited from installing unauthorized software in their respective computers to prevent the spread of viruses.
  - ITC reserves the right to pull out computers with unauthorized softwares.
  - Unauthorized installation of softwares (computer laboratories) will be penalized based on the provisions stated in the Student and Employee Handbook.
  - Employees who will need specific software for their work should submit a letter of request to the ITC Director and endorsed by their respective department head.
  - All computers in the Colegio should be configured with updated antivirus software.
  - Employees who are using external storage devices (i.e. USB, external hard drive) should scan their respective devices before using them in their computers.
  - Viruses and other infections that were not handled by antivirus software should be immediately reported to the ITC Office.

- **Network Security**
  - The ITC Office restricts entrance of unauthorized students and employees to the following areas; Server Rooms and Technician’s Room.
  - Unauthorized persons found staying in the said areas will be sanctioned based on the provisions stated in the Student and Employee Handbooks.
  - Unauthorized intrusion of the network security regardless if there was any disruption in of our network will be dealt in accordance with the provisions stated in the Student and Employee Handbook.
  - All data and information under Network Security should be kept confidential by the ITC personnel.
  - Request for data and information under the Network Security should be approved by the ITC Director.
  - Loss, alteration, disclosure and destruction of data and information in the Network Security are subject for investigation.
  - Any ITC personnel, employee and student who are found guilty of disclosing, altering and manipulating data and information of the Network Security will be sanctioned.
- **User Account Management**
  - All enrolled students and employees are given a username to access computer terminals provided by the Colegio.
  - The "student" username is used in accessing computers in the laboratory.
  - Employee's username is used in accessing their computers in their respective workstations.
  - Students and employees without registered usernames will not be allowed from accessing any computer in the Colegio.
  - Students and employees are prohibited from accessing computers using other's usernames.
  - Students and employees who are fraudulently using other usernames will be sanctioned based on the provisions of the Student and Employee Handbooks.
  - Only the authorized ITC personnel can issue usernames.

- **Connectivity Maintenance**
  - All offices are subject to the connectivity maintenance implemented by the ITC.
  - Only the ITC Office and its authorized personnel or technician can conduct connectivity maintenance activities in all offices.
  - Connectivity maintenance activities are conducted twice in a school year.

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<tr>
<th>Applicability:</th>
<th>Students and Employees</th>
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<tbody>
<tr>
<td>Policy Approval Authority:</td>
<td>ITC Director</td>
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<td>Related Policies or References</td>
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<td>Approved by:</td>
<td>[Signature] Mr. Mario Fernandez</td>
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