

*Republic of the Philippines*  
**Department of Science and Technology**

**ICT Usage and Security Policy**

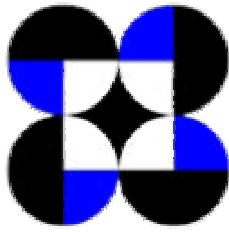
October 2003

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ANNEX A. DEFINITION OF TERMS

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*Republic of the Philippines*  
**Department of Science and Technology**

**ICT Usage and Security Policy**

**Section I. POLICY STATEMENT**

1. All Information and Communications Technology (ICT) facilities and resources of the Department of Science and Technology (DOST) are valuable assets and must only be used to perform work-related duties or officially authorized activities.
2. The use of these ICT facilities and resources is a privilege granted by the DOST. All users are directed to use these ICT facilities and services properly within legal and proper boundaries.
3. Any offense or violation of this policy will be dealt with according to Philippine laws and the rules and regulations of the Civil Service Commission.

**Section II. SCOPE OF THE POLICY**

1. Personnel Covered. This policy applies to all personnel employed by or attached to the DOST its agencies and offices.
2. Items Covered. This policy covers the proper use of the ICT facilities and resources of the DOST, which includes all ICT equipment, software, data in all formats, accessories, networking facilities and services whether central or remote.
3. Documents Comprising the Policy. This Policy document consists of the following documents:

<u>Document</u>	<u>Contents</u>
a. Main Policy Document	Policy statements.
b. Annex A	Definition of Terms.
c. Annex B	Usage Offenses and Equivalent Administrative Offenses

**Section III. DEFINITION OF TERMS**

The Definition of Terms found in Annex A shall be used, and shall form an integral part of this Policy. The Definition of Terms may be updated from time to time to reflect new equipment and services, and new perspectives in the use of ICT resources.

## Section IV. GENERAL NETWORK ACCESS POLICY

1. Use of ICT Resources. Agency network resources are to be used for work-related activities and functions. This policy is to ensure the effective use of networking resources and shall equally apply to all employees.
2. Exception. Agency Heads may approve the use of network resources beyond the scope of this access policy under the following conditions:
  - a. The intended use of network resources serves a legitimate Agency interest.
  - b. The intended use of network resources is for educational purposes related to the employee's job function.

## Section V. NETWORK SECURITY MANAGEMENT

1. Components of the Network. The network components are the following:
  - a. All cabling used to carry voice and data.
  - b. All devices to control the flow of voice and data communication, such as hubs, routers, firewalls, switches, etc.
  - c. Monitors, storage devices, modems, network cards, memory chips, keyboard, cables and accessories.
  - d. All computer software: applications, utilities, tools, databases.
  - e. All output devices including printers, fax machines, CD writers, etc.
2. Authority to Install, Upgrade, Delete. The authority and responsibility to install, upgrade or modify any hardware or software rests solely on the Network Management Group (NMG) or personnel authorized by the Agency Head to do so.
  - a. Software Upgrades. The following are considered modifications: installing patches provided by the software supplier or downloaded from the internet; installing anti-virus s; installing new versions of the operating system or any office applications, e.g., word-processing or spreadsheet applications.
  - b. Systems Inspection and Deletions. The NMG or authorized personnel may delete files or software that are unauthorized, provided that this deletion or modification is done in the presence of the user or his immediate supervisor.
  - c. Hardware Maintenance. The NMG or authorized personnel is the only authorized entity to inspect any ICT equipment. Equipment, software or services under warranty may not be altered or inspected by unauthorized personnel.
  - d. Equipment Movements. The NMG or authorized personnel is the only authorized entity to move equipment from one location to another, except for mobile computers such as notebooks, laptops wireless user devices.

- e. Authority to Secure Equipment and Services. The NMG, or the authorized personnel, has the responsibility to maintain security of Internet resources against intrusion and destruction. They are tasked to research security and disaster recovery matters to maintain a high degree of reliability of the systems.

## **Section VI. SYSTEM ACCESS REQUIREMENTS**

1. Access Privilege. All qualified users of the DOST ICT facilities shall be issued a unique log-in name and password to gain access to network resources.
2. Passwords.
  - a. Confidentiality. It is the responsibility of the employee to ensure that his/her password remains secret. The employee may not share it with other individuals. The exception is when an employee surrenders his/her password if requested to do so in the presence of his/her direct supervisor.
  - b. Standards. Passwords are to be a minimum of eight (8) alphanumeric characters. Passwords should not consist of common words or variations on the employee's name, log-in name, server name, or agency name.
  - c. Maintenance. Each user is encouraged to periodically change his/her password in order to have a secured network environment, although the employee has the option to retain his/her password or not when prompted.
3. Username. The NMG shall issue the standardized naming convention and format of usernames to be adopted.
4. Security Responsibility. The Agency reserves the right to hold the employee liable for damages caused by the employee's failure to protect the confidentiality of his of her password in accordance with the above guidelines.

## **Section VII. REMOTE NETWORK ACCESS**

1. Remote Access Privileges. DOST provides remote connection to the DOST resources and to the Internet, subject to the following conditions:
  - a. User-provided Equipment. The user shall be responsible for providing the computer, modem and phone line, and all accessories to connect to the DOST remote access services.
  - b. User Account and Password. Users shall be provided a user account and password to connect to the remote services. It is the responsibility of the user to keep this user account and password confidential, and to keep all information regarding remote network access confidential. Propagating remote access details is considered a security breach and grounds for immediate dismissal.
2. Limits of Use.

- a. Time Connection. Remote services shall be available for Internet connection only from 6:00 P.M. to 7:00 P.M. daily.
- b. Availability. Connection is dependent on the availability of free phone lines. The remote services shall be on a “*First Come First Served Basis*” since there are more remote user accounts than phone line connections.
- c. Duration. Users are granted a maximum of thirty (30) hours total connect time per month.

## **Section VIII. VIRUS PREVENTION**

1. Authorized Anti-Virus Program. No anti-virus programs are allowed to be installed in any DOST computer, whether stand-alone or networked, except those prescribed by the Network Management group or the network personnel authorized by the Agency Head.
2. Installation. Users may install these anti-virus programs subject to instructions, which shall be made available by the NMG or the authorized personnel. The installation can be made through the network.
3. Announcements and Updates. The NMG is responsible for the daily updating of the anti-virus program located in the servers. The NMG shall periodically give advisories to all DOST users to keep them informed of the best practices to combat viruses.
4. User Responsibility in Anti-Virus Protection. It is the responsibility of the user to keep his/her anti-virus updated every week.

## **Section IX. E-MAIL ACCOUNTS**

1. DOST E-mail Privileges. The DOST grants e-mail accounts to its employees, subject to the following conditions:
  - a. The employee may not use e-mail for purposes that are illegal, immoral, or disallowed by the DOST.
  - b. The e-mail disk space per user is limited to 50 Mbytes. It is the responsibility of the user to maintain his e-mail files, i.e., to delete unwanted files, and to save those that are required for archiving.
  - c. Attachments to sent mail should be limited to 1 Mbyte per message.
2. Responsibility of Maintenance. The NMG shall be responsible to giving the e-mail privileges.
3. Other E-mail Accounts. The user may use non-DOST e-mail services, provided the use of these mail services are consistent with the duties and responsibilities of the employee.

4. Surrender and Waiver. It is understood that e-mail privileges including the disk files containing the e-mail files of the user are surrendered upon separation, termination, or other circumstances deemed legal by the DOST.

## **Section X.      PRIVACY AND LOGGING**

1. Ownership and Right to Monitor. All corporate ICT resources are owned by DOST. The Agency reserves the right to monitor and/or log all network-based activity. The employee is responsible for surrendering all passwords, files, and/or other required resources if requested to do so in the presence of his or her direct supervisor.
2. Implied User Agreement to Terms and Conditions. By logging-in to the DOST ICT facilities, the user agrees to the terms and conditions of this Policy.

## **Section XI.     USER RESPONSIBILITIES**

1. Reporting of Troubles or Problems / User Cooperation. Users should report suspected abuse, especially any damage to, or problems with their files. Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions. Users should cooperate with system administrators in any investigation of system abuse.
2. Contact Person or Unit. Exception and trouble reports must be made to the NMG so that appropriate action can be taken to solve the problem.

## **Section XII.    PROHIBITED ACTS AND USES OF THE ICT RESOURCES**

1. General Principles in Proper Use of ICT Resources.
  - a. A user may access only those services and parts of the ICT System that are consistent with his/her duties and responsibilities. The ICT System should be used in accordance with its authorized purpose.
  - b. The following uses and acts, discussed in the following paragraphs, are considered violations in the use of the DOST ICT facilities and network:
    - i. Uses contrary to laws, customs, mores and ethical behavior;
    - ii. Uses for personal benefit, business, or partisan activities;
    - iii. Acts that damage the integrity, reliability, confidentiality and efficiency of the ICT System;
    - iv. Acts that encroach on the rights of other users; and,
    - v. Acts which violate privacy.
2. Uses Contrary to Laws, Customs, Mores, and Ethical Behavior
  - a. Criminal Use. Users should not use the DOST Network Information resources for criminal activities.

- b. Use of Copyrighted material. Prohibited acts include but are not limited to:
    - i. Copying, reproduction, dissemination, distribution, use, importation, removal, alteration, substitution, modification, storage, unloading, downloading, communication, publication or broadcasting of copyrighted material. Users should properly attribute any material they copy from or through the ICT System.
    - ii. Infringement of intellectual property rights belonging to others through the use of telecommunications networks, which is a criminal offense under Section 33(b) of the Electronic Commerce Act.
  - c. Cheating. Prohibited acts include but are not limited to:
    - i. Copying a computer file that contains another person's work and submitting it for one's own credit, or, using it as a model for one's own work, without the permission of the owner or author of the work;
    - ii. Submitting the shared file, or a modification thereof, as one's individual work, when the work is a collaborative work, or part of a larger project.
3. Uses for Personal Benefit, Business or Partisan Activities
- a. Commercial Use. Use of the ICT System for commercial purposes, and product advertisement, for personal profit, unless permitted under other written Office policies or with the written approval of a competent authority.
  - b. Use of the ICT System for any partisan political activities. Use of ICT resources for religious or political lobbying, for disseminating information or gathering support or contributions for social, political or cause-oriented group, which are inconsistent with the activities of the Agency of the Department.
  - c. Games and Entertainment. Use of ICT resources to play games, watch video, or any activity unrelated or inappropriate to the duties and responsibilities of the user, especially during office hours.
4. Acts that Damage the Integrity, Reliability, Confidentiality and Efficiency of the ICT System.
- a. Destruction, deletion, removal, modification, or installation of any computer equipment, peripheral, operating system, disk partition, software, database, or other component of the ICT System;
  - b. Connection of any computer unit or external network to the ICT System without the permission of the NMG or the Agency Head.
  - c. Acts that attempt to crash, tie up, or deny any service on the ICT System, such as, but not limited to: sending of repetitive requests for the same service (denial-of-service); sending bulk mail; sending mail with very large attachments; sending data packets that serve to flood the network bandwidth.

- d. Concealment, deletion, or modification of data or records pertaining to access to the ICT System at the time of access, or alter system logs after such access for the purpose of concealing identity or to hide unauthorized use.
- e. Concealment of identity, or masquerading as other users when accessing, sending, receiving, processing or storing through or on the ICT System.

5. Acts that Encroach on the Rights of Other Users

- a. Sending Unsolicited E-mail. Sending unsolicited mail such as chain-letters, advertisements, jokes, trivia, announcements to non-official groups or activities, offers, inquiries, and the like (spamming);
- b. Morally Offensive and Obscene Use. Accessing, downloading, producing, disseminating, or displaying material that could be considered offensive, pornographic, racially abusive, culturally insensitive, or libelous in nature.
- c. Sending Fraudulent and Harassing Messages. Sending messages which are fraudulent, maliciously harassing, obscene, threatening, or in violation of laws, administrative rules and regulations, or other policies of the DOST.
- d. Acts that interfere with or disrupt other computer users such as, but not limited to: sending messages through pop-up screens; running programs that simulate crashes; running spyware to monitor activities of other users.

6. Acts which Violate Privacy

a. Hacking, Spying or Snooping.

- i. Accessing, or attempting to gain, access to archives or systems that contain, process, or transmit confidential information. Authorized users should not exceed their approved levels of access, nor should they disclose confidential information to others.
- ii. Decrypting, attempting to decrypt, or enabling others to decrypt such information which are intentionally decrypted, password-protected, or secured. Encrypted data are considered confidential, and include, but not limited to: passwords, digital keys and signatures.
- iii. Re-routing or capture of data transmitted over the ICT System.
- iv. Accessing, or attempting to access, restricted portions of the system, such as e-mail lists, confidential files, password-protected files, or files that the user has no authorization to open or browse.

b. Unauthorized Disclosure.

- i. Copying, modification, dissemination, or use of confidential information such as, but not limited to: mailing lists; employee directories of any sort; DOST operations data; research materials, in whole or in part, without the permission of the person or body entitled to give it.

- ii. Searching, or providing copies of, or modifications to, files, programs, or passwords belonging to other users, without the permission of the owners of the said files, programs or passwords.
- iii. Publication on mailing lists, bulletin boards, and the World Wide Web (www), or dissemination of prohibited materials over, or store such information on, the ICT System. Prohibited materials under this provision include but are not limited to the following:
  - 1. Any collection of passwords, personal identification numbers (PINs), private digital certificates, credit card numbers, or other secure identification information;
  - 2. Any material that enables others to gain unauthorized access to a computer system. This may include instructions for gaining such access, computer code, or other devices. This would effectively preclude displaying items such as "Hackers Guides", etc.
  - 3. Any material that permits an unauthorized user, who has gained access to a system, to carry out any modification of the computer programs or data stored in the system; and
  - 4. Any material that incites or encourages others to carry out unauthorized access to or modification of a computer system.

## 7. Acts that Waste Resources

- a. Printing excess copies of documents, files, data, or programs.
- b. Repeated posting of the same message to as many newsgroups or mailing lists as possible, whether or not the message is germane to the stated topic of the newsgroups or mailing lists targeted.
- c. Sending large unwanted files to a single email address.

### **Section XIII. TOLERATED USE**

1. Tolerated Use. Some ICT use, though unofficial, may be tolerated. These are considered privileges that may be revoked at any time. They include:
  - a. The use of email for personal communication;
  - b. The use of instant messaging applications; and,
  - c. The use of computers to play compressed audio files or audio CDs.
2. Update to “Tolerated Uses” of ICT Facilities. The DOST management may, from time to time, issue a list classifying certain types of use under the category of “Tolerated Use”. This list shall form part of this Policy and will be considered binding on all users.

### **Section XIV. DISCIPLINARY ACTION**

1. Violations. Improper use of ICT resources is subject to penalties. The Agency Head may, upon the recommendation of the investigative body, put a preventive suspension to the Internet and network privileges of the offender/suspected violator.
2. Applicable Laws. All Disciplinary Action proceedings shall follow the Civil Service Commission Uniform Rules and Regulations on Administrative cases, and/or legal action provided by applicable Philippine laws.
3. Penalties for Non-DOST Personnel. Any non-DOST personnel found guilty violating any of the provisions set forth in this Policy, will be barred from entering any DOST premises. The employee who gave permission to the visitor to access the DOST network will also be held liable for all the violations that the visitor may commit.
4. Penalties. In addition to the filing of an Administrative case and sanctions that will be filed against the violators, appropriate charges will be filed in court if offenses are punishable under the E-commerce Law or any other applicable Philippine Laws.

### **Section XV. ENFORCEMENT PROCEDURES**

1. Implementing Body. The designated group in the DOST Central Office and in each of its attached agencies, regional offices and the provincial Science and Technology Centers for implementation, monitoring and imposition of penalties for this policy, should include personnel from the Information Technology (IT) unit and from the Human Resources unit.
2. Jurisdiction of the Implementing Body on Investigation.
  - a. Upon receipt of a report or complaint of misuse, the implementing body shall conduct an investigation on the matter.
  - b. This group shall have the following authority:

- i. To summon the subject of the complaint to provide information.
      - ii. To call and interview potential witnesses;
      - iii. To inspect the user's files, diskettes, tapes, e-mail account and/or other computer-accessible storage media, or authorize systems administrators to perform this inspection under its supervision;
      - iv. To retain, as evidence, copies of user files or other data that may be relevant to an on-going investigation;
      - v. To extend the suspension or restriction of a user's computing privileges for the duration of the investigation, or as may be deemed necessary to preserve evidence and protect the system and its users;
    - c. The implementing body shall submit the results and recommendations to the Agency Head for appropriate action.
3. Appropriate Action. If the implementing body have persuasive evidence of misuse of ICT resources, and if that evidence points to the computing activities or the computer files of an individual, the Agency Head shall pursue appropriate actions as provided for the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolutions No. 99-1936).
4. Filing of Charges. In cases where there is evidence of serious misconduct or possible criminal activity, appropriate charges shall be filed by the Agency Head to the proper authorities. This, however, does not prohibit any aggrieved party or complainant other than the Agency Head from instituting the filing of charges with the appropriate authorities.
5. External Legal Processes. The DOST Network does not exist in isolation from other communities and jurisdictions and their laws. Under some circumstances, as a result of investigations, subpoena or lawsuits, DOST may be required by law to provide electronic or other records or other information related to those records or relating to use of information resources. Use of the DOST computer resources and network is granted subject to existing Philippine laws and regulations.

## **Section XVI. WAIVER AND DISCLAIMER**

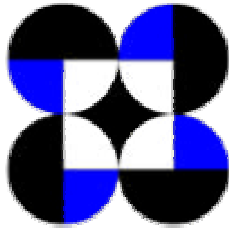
1. Disclaimer. While the DOST takes careful steps to provide reliable and professional services in its network, DOST does not guarantee, nor does it provide any warranties, as to the operating characteristics of its ICT resources and facilities to any of its users.
2. Waiver. DOST shall not be responsible for any loss or damage, whether direct or indirect, implied or otherwise, that may arise from the use of the DOST ICT facilities and resources by any person or entity.

## **Section XVII. EFFECTIVITY**

1. Effectivity. This policy is effective upon the approval of the Department Secretary.
2. Amendments. The Department may amend or modify this policy to maintain the applicability of the policy. These amendments or modifications shall form part of the overall DOST ICT Network and Security Usage Policy, and will be considered binding on all users.

Approved this \_\_\_\_\_ day of October 2003.

**ESTRELLA F. ALABASTRO, Ph.D.**  
Secretary  
Department of Science & Technology



**Republic of the Philippines**  
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**Annex A. DEFINITION OF TERMS**

**Access** – To connect to the Internet; to “log-in”; to be in the Internet to browse, retrieve data, communicate via e-mail. Also, to connect to a computer system or server that enables one to get online. Access to the internet can be through a dial-up (DUP) connection to an Internet Service Provider (ISP) via a modem, or through network such as an office LAN.

**Account** – A unique identifier which may consist of an account name or account ID, and a password. This allows the account holder to access network facilities, either a local area network (LAN) or the Internet.

**Agency** – The Department of Science and Technology; or any of its agencies or institutions.

**Alphanumeric** – Characters that consist of letters, numbers, punctuation, and symbols. These consist of the following: letters of the alphabet A-Z and a-z; numbers 0-9; the characters ! @ # \$ % ^ & \* ( ) \_ - + = { [ ] } | \ : ; “ ‘ < . > . ? / ~ ` . These are found on a standard keyboard.

**Authorized users** - Refers to one or more of the following: (1) current employees of DOST either permanent, casual or contractual; (2) individuals connecting to a public information service; or (3) others whose access and usage does not interfere with other authorized users' access to resources. In addition, a user must be specifically authorized to use a particular computing or network resource by the DOST Network responsible for operating the resource.

**Bandwidth** – The number of bits of information that can move through a communications medium in a given amount of time; the capacity of a telecommunications circuit/network to carry voice, data, and video information. Typically measured in thousand bits per second or kilobits/sec (Kbps) and million bits per second or megabits/sec (Mbps). Bandwidth from public networks is typically available to business and residential end-users in increments from 56kbps to T-3. Bandwidth may be likened to the size of a water pipe. The larger the diameter of a pipe, the more water that can flow through at any given time.

**Computer Virus** – A program which replicates itself on computer systems by incorporating itself into other programs that are shared on a system. Most often thought of as “malicious” viruses are best known for “spreading overnight from one computer to millions of others around the world” and infecting machines causing them to crash. The following are types of common viruses:

**Trojan Horse** – This is virus enables unauthorized remote computers to access secured network workstations or equipment.

**Worms** – This form of virus reproduce and run independently, and travel across network connections. A worm infection can result to loss of storage space of the computer unit which leads to computer instability or impairs its function

**Confidential information** – Refers to data or information which is not intended for general

dissemination. Examples include proprietary technical information, disciplinary case records, administrative records, and the like.

**Decryption** – The process of transforming cipher text into readable text.

**Document** – Refers both to the paper and its electronic format.

**DOST System** – This refers to DOST Central Office, its attached agencies, regional offices and the provincial Science and Technology Centers.

**Electronic Mail (E-mail)** – Electronically transmitted mail.

**Email “bombing”** – The repeated sending of an identical email message to a particular address.

**Email “spamming”** – A variant of bombing; it refers to sending email to hundreds or thousands of users, or to lists that expand to that many users. Email spamming can be made worse if recipients reply to the email, causing all the original addresses to receive the reply.

**Encryption** – A way to make data unreadable to everyone except the receiver. This is done with the use of formula, called encryption algorithm. It translates plain text into an incomprehensible cipher text.

**Hacking** – Gaining unauthorized access to computer systems and data.

**Information and Communications Technology System or ICT System** – Includes computers, terminals, printers, networks, modem banks, online and offline storage media and related equipment, and software, databases and other data files that are owned, managed, or maintained by DOST. For purposes of this Policy, any other equipment, computer unit or external network, when attached to, or used to access and/or interact with any component of, the IT

System may also be considered part of the ICT System.

**Internet** – A system of linked computer networks, global in scope, that facilitates data communication services such as remote log-in, file transfer, electronic mail, and newsgroups. The internet is a way of connecting existing computer networks that greatly extends the reach of each participating system.

**Internet Service Provider (ISP)** – A company that provides individuals and other companies access to the Internet and other related services such as Web site building and virtual hosting. The ISP is different from the provider of the link which is usually a telephone company (telco).

**IP Address** – A numeric address that is given to servers and users connected to the Internet. For servers it is translated into a domain name by a Domain Name Server a.k.a. the DNS. When a user is “online”, it is assigned an IP address by the Internet Service Provider (ISP). This IP address may be the same every time one logs-on (called the static IP) or it can change and be assigned each time one connects based on what’s available (dynamic IP).

**IP spoofing** – A technique used to gain unauthorized access to computers, whereby the hacker sends messages to a computer with an IP address indicating that the message is coming from a trusted port. To engage in IP spoofing, a hacker must first use a variety of techniques to find an IP address of a trusted port and then modify the packet headers so that it appears that the packets are coming from the port.

**Local Area Network (LAN)** – A network that connects computers in a small pre-determined area like a room, a building, or a set of buildings. LANs can also be connected to each other via telephone lines, and radio waves. Workstations and personal computers in an office are commonly connected to each other with a LAN. These allow them to

send/receive files and/or have access to the files and data. Each computer connected to a LAN is called a node.

**Modem (MOdulator, DEModulator)** – Modem comes from the 2 words Modulation & Demodulation. A Modem converts information from Analog to Digital & vice versa. Digital information is represented in a series of 1's & 0's. It is used when one connects to a phone line, that allows the computer to talk to other computers through the phone system. Basically, modems do for computers what a telephone does for humans. Generally there are 3 types of modems: external, PC Card and internal.

**Network** – A communications system that links two or more computers. It can be as simple as a cable strung between two computers a few feet apart or as complex as hundreds of thousands of computers around the world linked through fiber optic cables, phone lines and satellites.

**Private files** – refer to information that a user would reasonably regard as private. Examples include the contents of electronic mail boxes, private file storage areas of individual users, and information stored in other areas that are not public, even if no measure has been taken to protect such information.

**Public Information Services** - These are information retrieval services for the public such as web browsing through the world wide web (WWW) and file transfer (download).

**Remote Access** – The hook up of a remote-computing device via communications lines such as ordinary phone lines or wide area networks to access distant network applications and information.

**Router** – A communication device between networks that determines the best path between them for optimal performance. Routers are used in complex networks of networks such as enterprise networks and internet.

**Server** – A computer that provides a central service to a network, such as: storage of files (data server); location of application software (application server); e-mail services (e-mail server).

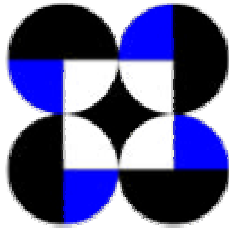
**System and Network Administrator** – Refers to the person designated to manage the particular system assigned to her/him, to oversee the day-to-day operation of the system, or to preliminarily determine who is permitted access to particular facilities and resources of the ICT System, whether hired on a temporary, contractual or permanent basis.

**User ID** – Also known as a username; it is an identifier, or a handle, for a user on the Internet and is commonly left up to the user to decide what is, although most Web sites or systems will NOT allow the same username to be assigned to two different people.

**Users** - Unless specified, it refers to the people using the ICT facilities.

**Virus** – (see Computer Virus)

**Workstation** - A computer intended for professional or business use, and is faster and more capable than a personal computer. The applications intended to run in workstations are those used by design engineers, architects, graphic designers, and any organization, department, or individual that requires a faster microprocessor, larger amount of random access memory (RAM), and special features such as high-speed graphics adapters.



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**Annex B. OFFENSES & EQUIVALENT ADMINISTRATIVE OFFENSES**

<b>ICT Resources Usage and Network Security Offenses</b>	<b>Equivalent Administrative Offense</b>	<b>Comments of the Civil Service Commission</b>
1. Commercial Use – Use of DOST ICT Resources for commercial purposes and product advertisement, for personal profit.	Dishonesty or Grave Misconduct	The said offense may constitute Grave Misconduct but as to Dishonesty there must be at least be a showing of concealment or distortion of the truth
2. Religious or Political Lobbying – Use of DOST ICT Resources for religious or political lobbying.	Engaging directly or indirectly in partisan political activities by one holding a non-political office	Civil service laws, rules and regulations punish engaging in partisan political activities and NOT religious activities. Thus if the DOST ICT Resources were used for religious lobbying, the same is not punishable under this administrative offense. However, the same may be punished under “Conduct Prejudicial to the Best Interest of the Service”.
3. Copyright Infringement – Reproduction, duplication, transmission of copyrighted materials using unlicensed software.	Dishonesty	The same offense may also be punished under Grave Misconduct or Conduct Prejudicial to the Best Interest of the Service.
4. Criminal Use – using the resources for criminal activities.	Grave Misconduct	The corresponding administrative offense is appropriate. It may also be punished under Conduct Prejudicial to the Best Interest of the Service.
5. Wiretapping and Traffic Capture – the unauthorized rerouting or capture of traffic transmitted over the voice or data network.	Grave Misconduct	The corresponding administrative offense is appropriate.
6. Stealing – Stealing of information resources both hardware or software or any part of the network resource.	Grave Misconduct	The corresponding administrative offense is appropriate, or may be punished under Conduct Prejudicial to the Best Interest of the Service.
7. Concealing Access – concealing one’s identity or masquerading as another user to access the information resource, send/receive, process, modify or store data on the ICT Resources	Grave Misconduct	The offense may also constitute Dishonesty.
8. Password Disclosure – disclosure of user password protected account or making the account available to others without the permission of the System Administrator.	Grave Misconduct	The corresponding administrative offense is appropriate.

<b>ICT Resources Usage and Network Security Offenses</b>	<b>Equivalent Administrative Offense</b>	<b>Comments of the Civil Service Commission</b>
9. Intrusion – attempts to disable, defeat or circumvent any DOST Internet and Security Policy. Unauthorized access to another computer or network thru decrypting, hacking, hijacking, spoofing, etc.	Grave Misconduct	The corresponding administrative offense is appropriate.
10. Access of other accounts or files within or outside DOST's computers and communication facilities without proper authorization.	Simple Misconduct	The corresponding administrative offense is appropriate.
11. Copying, renaming or changing information on files/programs that belongs to another user, unless permission was given by the said user.	Simple Misconduct	The corresponding administrative offense is appropriate.
12. Unlawful messages – Use of electronic communication facilities (such as email, talk, chat or systems with similar functions) to send fraudulent, harassing, obscene, threatening or other offensive messages.	Simple Misconduct	The acts committed may also constitute Sexual Harassment, Grave Misconduct and Oppression depending on the acts actually committed.
13. Offensive Prohibitive Materials – use of computers, printers, electronic mail, data network and other related resources to produce, disseminate, store or display materials which could be considered offensive, pornographic, racially abusive, libelous or violent in nature.	Simple Misconduct	The acts committed may also constitute Sexual Harassment, Grave Misconduct and Oppression depending on the acts actually committed and the circumstances of the offender and the offended party.
14. Prohibited Materials – Using or encouraging the use of materials that includes instructions to gain unauthorized access (e.g. Hacker's Guide).	Simple Misconduct	Violation of Reasonable Office Rules and Regulations is more appropriate for this offense.
15. Unauthorized reading of e-mail or private communications of other users, unless otherwise requested to do so by said users.	Simple Misconduct	The corresponding administrative offense is appropriate.
16. Misrepresentation in sending e-mail messages	Simple Misconduct	Depending on the acts and circumstances of the offense committed, the same may also constitute as Violation of Reasonable Office Rules and Regulations.
17. Systems Software and Hardware Removal – Unauthorized removal or modification of System software and hardware on any of the DOST ICT Resource.	Simple Misconduct	The corresponding administrative offense is appropriate.
18. Damaging/Vandalizing – Damaging or Vandalizing any of the Department's ICT Resource including but not limited to all the facilities, equipment, computer files, hardware and software.	Simple Misconduct	The same may be appreciated as grave misconduct depending on the gravity of the offense.

<b>ICT Resources Usage and Network Security Offenses</b>	<b>Equivalent Administrative Offense</b>	<b>Comments of the Civil Service Commission</b>
19. Unauthorized manipulation/ changing of the DOST ICT Network architecture or setup.	Simple Misconduct	The corresponding administrative offense is appropriate.
20. Software and Hardware Installation – Unauthorized installation of software and hardware on any of the DOST ICT Resources.	Violation of Reasonable Rules and Regulations	The corresponding administrative offense is appropriate.
21. Not cooperating with any investigative process in line with computer, network or system abuse.	Violation of Reasonable Rules and Regulations	The corresponding administrative offense is appropriate.
22. Disclosure of DOST Confidential Information – Transmission of NCC information without authority and proper security clearance.	Disclosing or misusing confidential or classified information officially known to him by reason of his office and not available to the public, to further his private interest or give undue advantage to anyone or to prejudice the public interest.	The corresponding administrative offense is appropriate.
23. Access to lewd sites – A user should not view, transmit, retrieve, save or print any electronic files, images or text which may be deemed sexually explicit or pornographic.	Violation of Reasonable Rules and Regulations	Depending on the acts committed, the said offense may also constitute Sexual Harassment.
24. Changing of IP Address and Network configuration without the approval of the NMG.	Violation of Reasonable Rules and Regulations	The corresponding administrative offense is appropriate.
25. Recreational use – No ICT resource must be used for playing any computer game, whether individually or in a multiplayer setting or to be used in watching movies thru VCDs, DVDs and other media.	Violation of Reasonable Rules and Regulations	The corresponding administrative offense is appropriate.
26. Tolerating or not reporting co-employees who use ICT resources for recreational purposes as mentioned in item no. 25.	Violation of Reasonable Rules and Regulations	The corresponding administrative offense is appropriate.