



Republic of the Philippines  
Department of Education  
Region X  
**CAGAYAN DE ORO CITY DIVISION**

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Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



June 26, 2019

Division Memorandum No. 479, s. 2019



**GUIDELINES ON THE USE OF E-CLASSROOM AND ICT EQUIPMENT**

To: Chief ES, Curriculum Implementation Division  
Information Technology Officer  
Public Schools District Supervisors/In-Charge Public Elementary and  
Secondary School Heads School ICT Coordinators  
All Concerned Personnel  
This Division

For the information and guidance of all concerned, enclosed is a copy of Regional Memorandum No. 291, s. 2019 dated May 23, 2019 from the Office of Regional Director entitled Guidelines on the Use of E-Classroom and Information and Communication Technology (ICT) Equipment effective School Year (SY) 2019-2020.

Immediate dissemination and strict compliance of this Memorandum is hereby directed.

  
**JONATHAN S. DELA PEÑA, Ph.D., CESO V**  
Schools Division Superintendent

To be indicated in the perpetual index  
under the following subjects:  
MS OFFICE 365

jrs/OSDS



May 23, 2019

DepED-X  
Cagayan de Oro City

REGIONAL MEMORANDUM  
No. 291, s. 2019

JUN 03 2019  
352

RELEASED

**GUIDELINES ON THE USE OF E-CLASSROOM  
AND ICT EQUIPMENT**

To: **Schools Division Superintendents**  
*This Region*

1. Regarding DO. 78, s. 2010 entitled **Guidelines on the Implementation of the DepEd Computerization Program (DCP)**, the Department of Education Region X, through the Information and Communications Technology Unit (ICTU), mandates all the Schools Division Offices (SDOs), through the ICT Unit, to lead the implementation of the policies and guidelines on the use of e-classroom and ICT equipment.
2. Concerning DO 35, s. 2016 entitled **The Learning Action Cell as a K to 12 Basic Education Program School-Based Continuing Professional Development Strategy for the Improvement of Teaching and Learning**, the Curriculum Implementation Division (CID) is responsible for integrating ICT in the teaching and learning process and the Divisional Information Technology Officer (DITO) shall provide technical assistance.
3. The DITO shall ensure that E-classroom and ICT Equipment are utilized within the attached policies and guidelines.
4. Enclosed is the Guidelines for reference.
5. Immediate and wide dissemination of this memorandum is desired.

  
**DR. ARTURO B. BAYOCOT, CESO V**  
Regional Director

ATCH.: As stated

CLMD/elson





## **GUIDELINES ON THE USE OF E-CLASSROOM AND ICT EQUIPMENT**

### **1. Introduction**

The Department of Education provided computer packages to both elementary and secondary public schools where in recipient schools secure the package through compliance to the counterpart requirements indicated in the school readiness checklist form.

The e-classroom provides computing facilities for conducting classes, or otherwise, are opened to all students, teaching, and non-teaching personnel of the school. Non-teaching personnel will only be allowed for administrative work related only.

The following policy and guidelines, which govern the use of the e-classroom facilities, may from time to time be amended as necessary.

### **2. Opening Hours**

The opening hours for the e-classroom are Mondays to Fridays from 07:30 a.m. to 4:30 p.m. except public holidays.

### **3. Usage Rules**

- 4.1. Always keep the e-classroom environment clean. Users should not litter, or bring any food and/or beverages into any computer room and should clear up all their belongings after using the facilities.
- 4.2. Smoking, eating, and/or drinking are strictly prohibited in the e-classroom at all times.
- 4.3. Refrain from disturbing other users.
- 4.4. Do not delete or tamper with the programme/data files of other users.
- 4.5. Do not change any configuration of the devices.
- 4.6. Upon transition of ICT Designation, there should be proper turn-over and orientation on the use of ICT equipment and its login credentials by the outgoing ICT Coordinator to the incoming ICT Coordinator.
- 4.7. Do not run any software or print any job that is not for academic purposes.
- 4.8. Students are prohibited to enter the e-classroom unless authorized by the teacher.
- 4.9. The subject teacher should orient the first-time users on the policies on the usage of the laboratory and give reminders every start of the class.

### **5. Use of Equipment**

- 5.1. Users should take good care in using the equipment and should ensure that the correct operating procedures are properly followed.
- 5.2. Do not move any equipment, sockets, and/or cables from their original locations.
- 5.3. In case of any malfunction of any equipment, users should inform the School ICT Coordinator immediately. Under no circumstances should users attempt to repair any equipment themselves.





5.4. The printers should only be used for printing jobs for academic purposes. For each printing session, please do not occupy the printer for more than 15 minutes when there are other users waiting to make use of it.

5.15. Users are reminded that the use of unlicensed software, as well as the unauthorized copying of software, is strictly prohibited on school equipment. Users are solely responsible for any and all unlicensed software and documentation in their possession.

5.16. The teacher-in-charge of the ICT laboratory during the use of the computers should make sure that USB flash drives/CDs are virus free before using them in the e-classroom.

5.17. Users are prohibited to access any inappropriate sites (e.g. violence, nudity and pornographic websites) or playing unauthorized videos and applications in the computers.

## **6. E-classroom Charts, Posters, Schedule and Logbook Requirement**

6.1 All DCP recipients' schools are required to place the suggested charts and posters inside the e-classroom that can be downloaded through the link provided.

<https://tinyurl.com/roxeclassroomresources2019>

6.2 The School shall create a year-round e-classroom schedule of classes. It should be noted that each section should have at least 1 hour per week access to the e-classroom. For schools with many sections, priority should be given to subjects that requires manipulation and visualization such as EPP, TLE-ICT, English, Science and Mathematics. Refer to enclosure 1.a for the sample e-classroom schedule.

6.3 The School shall prepare 3 logbooks for (1) Use of the E-classroom per section. Refer to Annex A: E-classroom Logbook Template; (2) Borrowers of K-3 package (DLP, Laptop and Multimedia Speaker). Refer to Annex B: Borrower's Template and (3) Walk-in Laboratory Users (e.g. non-regular users of the e-classroom). Refer to Annex C: Walk-In Laboratory Template.





**Annex A**

**LABORATORY LOGBOOK**

**Name of Teacher:**

**Signature:**

**Subject:**

**Grade Level:**

**Topic:**

**Section:**

**Date:**

**Time Start:**

**Time End:**

**Learning Competency Code:**

**Learners**

<b>Name</b>	<b>Station No.</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**Note: Teacher should fill up the form before going to the laboratory.**





**Annex B**

**BORROWER'S LOGBOOK (for ICT Equipment borrowed and used outside laboratory)**

**Name of Teacher:**

**Subject:**

**Topic:**

**Date Borrowed:**

**by:**

**Signature:**

**Grade Level:**

**Section:**

**Date Returned:**

**Certified**

**Equipment:**

- 1.
- 2.
- 3.
- 4.
- 5.





**Annex C**

**WALK-IN'S LOGBOOK**

<b>DATE</b>	<b>NAME</b>	<b>PURPOSE</b>	<b>SIGNATURE</b>	<b>TIME-IN</b>	<b>TIME-OUT</b>

