



## 1. Policy Preamble

The new resources, new services, inter-connectivity and the vast amount of information available via the Internet makes it an essential tool for communication, research and collaboration in helping accomplish the Ministry's mission, which is to "promote quality and sustainable development in all aspects of Education, Sports and Culture". However, accessing the Internet can also expose the Ministry to legal consequences and its internal information system resources to deliberate or accidental attacks such as viral infections and hacker attacks to name a few.

## 2. Purpose

The purpose of this policy is to minimise the possibility of the MESC coming into contact with these risks by providing guidelines to ensure that usage of the Internet complies not only with other MESC policies but also with laws and regulations set by the government such as the *Copyright Act of 1998*. It is our expectation that all authorised users will operate professionally, ethically and responsibly when utilising this resource.

## 3. Policy

To ensure security of the MESC network from unauthorised outside access, staff may not establish wireless cards or any other media for access to internet, unless the prior approval of the Assistant CEO of your division has been obtained and/or safety of using those media has been confirmed by the ICT Unit.

This policy applies to all authorised users of the internet and all equipments owned or leased by the MESC for its connection to the Internet.

In this Policy "authorised user" refers to persons approved by MESC CORE Management Team to access Internet Resources provided through the MESC network using equipments that are owned or leased by the MESC. (*Refer to Appendix 1 at the end of this policy for a list of these authorized users.*) This includes employees of the MESC as well as those who represent themselves as being connected with the MESC, such as consultants, maintenance staff and contractors.

Anyone, apart from those listed in *Appendix 1* who requires access to internet resources provided through the MESC network must put forth their request to their respective Assistant CEO, who, to indicate his/her approval of the request, must submit a signed letter of reason to the Principal Information Technology Officer for appropriate action.

Internet Access are given to employees to assist them in the performance of their jobs. It remains a property of the MESC and employees should have no expectation of privacy in anything they create, store, send or receive using the MESC computer resources.

Non-compliance of users with this policy will be regarded as a serious matter and appropriate action including termination of access may be taken.

## 4. Copyright Infringement

Internet should not be used to infringe the copyright or other intellectual property right of the MESC or other third parties. Copyrighted materials (which includes but is not limited to database files, documentation,



articles, graphics, music files, video files, text and downloaded information) must not be downloaded or used without the specific and appropriate authorisation to do so.

This section complies with the *Copyright Act 1998* and all users must familiarise themselves with this Act.

## 5. Transfer of Files

Internet Access provided through MESC resources must not be used for downloading:-

- × entertainment software or games of any kind for any purpose whatsoever. Playing of games over the internet is also prohibited.
- × image files, music files or video files unless there is explicit work related use for the material .
- × open source, shareware, unlicensed software or tools without prior consent from authorised personnel.

If a user needs to download software different from software already installed on the user computer the ICT Unit must be notified and the appropriate action will be taken.

If a user strongly feels that the online material they are denied access to, is a work related material, that user needs to inform the Internet Administrator who will confirm and take the appropriate action.

Uploading of any computer software licensed to the MESC, including documentations and all other types of internal information is prohibited.

Transfer or copying of MESC documentations and other types of internal information for any purpose other than MESC purposes is prohibited. Unless expressly authorised by the CEO or the Assistant CEO.

Exchanges of software and/or data between MESC and any third party may not proceed unless a written agreement has first been signed. Such an agreement must specify the terms of the exchange, as well as the ways in which the software and/or data is to be handled and protected. Regular business practices – such as shipment of software in response to a customer purchase order- need not involve such a specific agreement since the terms are implied.

## 6. Inappropriate Material

Users with internet access shall not use MESC internet connections to access, attempt to access, download, print or store any kind of sexually explicit material.

Users are also strictly forbidden from downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory or other unlawful messages or images.

## 7. Virus Attacks

Accessing of internet resources is an open gateway for viruses into the MESC's network. They can disguise themselves as harmless screensavers or pop-up advertisements, and the presence of an antivirus alone cannot guarantee full security and protection of the network. Therefore users are advised not to open suspicious files and not to click on mysterious links until they have confirmed it to be safe.



## 8. Social Networking

Access of social networking sites is strictly prohibited. Such sites includes but is not limited to Bebo, Hi5, Facebook, myspace and Zorpia. Use of personal instant messaging software (eg. msn Messenger) and chatting is prohibited unless due to the nature of the work of the MESC employee, it becomes a necessity for communication with third parties. Use of internet telephony (eg. Skype ) is also prohibited unless authorisation for usage was obtained.

## 9. Monitoring

From time to time without prior notice the ICT Unit reserves the right to examine or monitor the records of internet usage within the MESC. This is to ensure user compliance with internal policies, compliance with government laws and regulations, supports the performance of internal investigations, and assist with the management of MESC information systems. For example, electronic communication and websites visited may be monitored. Amount of downloads and internet usage per user may also be monitored.

## 10. Internet Filter

<b>Rule No</b>	<b>Action</b>	<b>Description</b>	<b>Special Permission</b>
1	Disallow	Adult/Sexually Explicit images, videos and writings, Personals and Dating	None
2	Disallow	Online Games, Gambling	None
3	Disallow	Drugs, Criminal Activity, Militancy /Extremist	None
4	Disallow	Phishing & Fraud, Ringtones, Streaming Media	None
5	Disallow	Messenger, VoIP, Internet Telephony, Blogs, Data sharing portals, web conferencing	Allow authorised personnel
6	Disallow	File Download (executables)	system administrators, those authorised by administrator
7	Disallow	web backup, remote PC access	None



## 11. Glossary

- Internet - a publicly accessible network of interconnected computers that allows for connection and exchange of information globally.
- Hacker - a person who breaks into computer systems and modifies, destroys or steals information.
- Downloading - Downloading from the internet is the process of copying or transferring of a file from a web server onto a user computer.
- Uploading - Uploading is the process of copying or transferring of a file from the user computer onto a web sever.
- Open Source - Software whose code is available to the public for use. That is the user can view, modify and even distribute the code without having to acquire a license for use.
- Shareware - Software that is available for trial before purchase.
- Software - Computer softwares are computer programs. (e.g. Microsoft Office, Acrobat Reader).
- Social Networking - websites that allow for a network of friends, family and colleagues worldwide to connect and share opinions, photos etc.
- Internet Telephony - the use of Internet in place of telephone to place telephone calls.



**Appendix1**

<b>MESC INTERNET ACCESS SCHEDULE</b>				
<b>DIVISION</b>	<b>TIME LIMIT</b>			
	<b>No Time Limit</b>	<b>8am ~ 5pm</b>	<b>1pm ~ 5pm</b>	<b>2pm ~ 4pm</b>
<b>MESC Divisions</b>	<b>CEO</b>			<b>Principal Officers</b>
	<b>Assistant CEO's</b>			
	<b>Project Manager's</b>			
<b>ESP2</b>		<b>ESP2 consultants</b>	<b>**ESP2-PriCurr</b>	
			<b>**ESP2-EBU</b>	
<b>JICA volunteer</b>				<b>JICA Volunteers</b>
<b>SchoolNET</b>		<b>SchoolNET consultants</b>		