



BATAAN

# SUPPLEMENTAL

HANDBOOK 2020



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## RATIONALE

As the Colegio shifts to online mode of teaching-learning; learning-teaching, synchronous and asynchronous, this Enhanced Student Discipline (as a supplement to the Student Handbook) articulates the policies aimed to ensure that our students are made aware of the proper behavior expected of them in the conduct of online classes and activities.

### ***Grounds for Disciplinary Actions and Sanctions***

Cybercrime includes new crimes that are made possible because of the existence of Information and Communication Technology (ICT). There are different cybercrimes such as offenses against the confidentiality, integrity and availability of computer data and systems, and traditional crimes facilitated in some way by ICT, which include computer-related offenses and content-related offenses.

### ***Offenses committed in cyberspace include the following:***

#### **A. Offenses against Persons**

##### **MAJOR OFFENSES**

- a.1** Misbehavior during the conduct of online classes.
- a.2** Inciting students not to attend periods, threatening or intimidating them, and not attending periods in online learning platforms.
- a.3** Creating quarrels between students, whether visual or written, by spreading via synchronous and asynchronous online learning platforms.
- a.4** Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user.
- a.5** Removing the teacher or students from the group that leads to blocking the course of the lesson, teacher's work and other students' rights.
- a.6** **Stealing another's identity.** The use, misuse, transfer, possession, alteration or deletion of another's personally identifying information like their name, student number & program without their permission to commit fraud.
- a.7** Sharing photos and video recordings of educational materials to students and other entities outside the community of the Colegio without written permission from the professors.

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## B. Offenses against Security, Safety and Health

### MAJOR OFFENSE

- b.1 Smoking or possession of smoking paraphernalia while attending the online learning session.

## C. Offenses against Property

### MAJOR OFFENSE

- c.1 Sharing of information, files and other data, or passwords belonging to other users on the network without prior approval.

## D. Offenses against Honesty and Integrity

### MAJOR OFFENSE

- d.1 Faking Attendance during the conduct of online classes.
- d.2 Participating in an online course where the student is not officially enrolled.
- d.3 **Committing computer-related forgery.** Unauthorized input, alteration, or deletion of computer data resulting to inauthentic data with the intent that it be considered or acted upon for legal purposes as if it were authentic, regardless whether the data is directly readable and intelligible.
  - i. **Data Interference.** Unauthorized alteration, damaging, deletion or deterioration of computer data, electronic document, or electronic data message without the approval of the faculty (assignments, outputs or any related academic requirement).
  - ii. Divulgence of other students' personal information, including home addresses and phone numbers.

## E. Offenses against Public Morals

### MAJOR OFFENSE

- e.1 Wearing of inappropriate clothing (like sando, plunging necklines, spaghetti-strapped blouses, sleeveless jerseys, backless tops see-through apparel, indecent prints and others) while attending the online sessions.

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## F. Cybercrime Offenses

### MAJOR OFFENSE

- f.1 Playing games (except with the expressed permission from the teacher as part of the course/lesson)
- f.2 Posting of irrelevant links, comments, thoughts or pictures that are not in the topic during the online class.
- f.3 Entering and using the account of a teacher or another student without consent.
- f.4 Engaging in audio and video communication with the rest of the students for non-educational purposes during the official period/ time.
- f.5 **Cyber libel.** Slanderous or libelous posting of message or printed words, pictures or any form in cyberspace.
  - i. Posting of complaints on social media that may engage in personal attacks, name calling or behavior that will malign any individual or Letran's reputation.
  - ii. Misrepresentation in creating, posting or interacting online.
  - iii. The use of information and communication technology (ICT) to commit a series of acts over a period designed to harass, annoy, attack, threaten, frighten, and/or verbally abuse any student, employee and other person.
- f.6 **Cyber bullying.** The use of ICT by students to annoy, humiliate, insult, offend, harass, alarm, stalk, abuse or otherwise attack in a deliberate and repeated manner via any digital platform another student or faculty members, employees & administrators.
- f.7 **Cyber espionage.ESPIONAGE** Obtaining information of Letran that is not normally publicly available, using human sources or hacking into computer systems of the Colegio.
- f.8 **Aiding or Abetting in the commission of cybercrime.** Any person who willfully abets or aids in the commission of any of the offenses enumerated in this handbook shall be liable.

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## **Grievance Procedure and Due Process**

**Grievance Procedure** – it is a means of dispute resolution that is used to address complaints by the students

**Due Process** – it is the right of the erring student to notice and fair investigation, conducted by the Board of Discipline (BOD) prior to the imposition of sanction

### **Procedure for Online Submission of Complaint**

1. The aggrieved party shall submit a formal complaint thru the “Online Student Referral” found at the Department of Student Affairs (DSA) Website *formerly Office of the Student and Cultural Affairs*. Please see link (<https://bit.ly/letranstudentreferral>) with the following attachments:

Annex 1. Proof/Evidence of the accusations to the respondent/s (photos, print screen of postings, letters, emails, chat messages, tape recording or film)

Annex 2. Other electronic evidence which is relevant to the complaint (instant message histories, spreadsheets, internet browser histories, digital videos and audio files)

2. The DSA shall attempt to resolve the issue/s through mediation.
3. However, if the case is established with probable cause and warrants suspension or higher sanctions, the DSA shall observe due process by the :
  - a. Issuance of show cause letter to the respondent by sending an email with attached written complaint of the complainant.
  - b. The respondent shall reply to the show cause letter within the time of 48 hours upon receipt to the Department of Student Affairs (DSA) email address, [studentaffairs@letranbataan.edu.ph](mailto:studentaffairs@letranbataan.edu.ph)
  - c. The DSA Director, upon the receipt of the written reply, shall immediately convene to the Board of Discipline or endorse the case to the respective Deans of the erring student/s.
  - d. The Director of DSA shall convene the BOD (via google meet) to act on the complaint within a maximum period of 15 school days.
4. The BOD shall investigate, deliberate on the evidence presented by both parties and shall prepare a final report and recommendations on the case.
5. The BOD shall submit the recommendation report to the respective Dean of the erring student/s.
6. The Dean, after careful evaluation of recommendation by the BOD, shall decide on whether to uphold the recommendation or not. Should the Dean upholds the BOD recommendation, the Dean shall prepare the Notice of Disciplinary Sanction with the date of implementation of the sanction.

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**IMPORTANT NOTICE:**

- All students who committed major offenses will undergo the Student Discipline Formation Program of the Department of Student Affairs.
- Aside from the disciplinary sanction, the student shall automatically receive a failing grade for a particular quiz / examination / requirement once proven that he/she committed offenses in line with Cheating, plagiarism or other academic dishonesty.
- As Letranites, students are to observe the norms of conduct expected of members of the academic community, whether on or off campus. Therefore, when outside the campus and the misconduct complained of directly affects the offender's status as a suitable member of the Colegio, there is no reason why the school may not impose disciplinary sanctions on him/her.
- The Colegio reserves the right to dismiss a student based on the frequency and gravity of the offenses committed.
- Students who have been suspended for three (3) days or more as a result of disciplinary action shall not be issued a certificate of good moral character.

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## **GUIDELINES IN HOLDING ACTIVITIES ONLINE**

### **for Recognized Student Organizations (RSO)**

1. All applications to hold activities online shall be APPROVED by the Vice-President for Academic Affairs at least 5 (five) days before the schedule date of the activity.
2. Access the procedures for the Application of Online Activities in the Department of Student Affairs website at [www.letranbataan.edu.ph/Department/DSA](http://www.letranbataan.edu.ph/Department/DSA)  
*See flow process*
3. Guidelines in the conduct of fund raising activities and request of payment for an activity shall follow the same guidelines as stipulated in the Student Handbook.
4. Application for online trainings, seminars, workshops, conferences organize outside the Colegio that requires registration fee shall follow the procedure on the application of off campus activities. Requirement of notarized letter to parents shall no longer be required for participation in online activities.
5. The organizations should create and maintain at least one social media account preferably Facebook as their official account declared in the RSO application for recognition and will be given a Letran email in sending forms and communication purposes.
6. Always use your official Letran email (*studentnumber@letranbataan.edu.ph*) in sending communications and in the registration in any school related activities. The use of other email accounts are prohibited.
7. Use only secured virtual conference apps in the conduct of online meetings, webinars, conference, etc.
8. Publicity materials such as posters/or teasers for an event should be posted 3-5 days before the date of the activity.
9. The use of Letran and Quadricentennial logo on activity posters to be posted online should adhere to the guidelines set by the Alumni and Public Affairs Department.



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10. A data privacy disclosure shall be included in all registration forms.
  11. For activities that would invite participants outside the Colegio, the organizers should provide proper registration procedures, primers or invitations. Prepare and share the evaluation instrument (*link*) to the participants.
  12. The organizers should discourage non-participants/non-members from observing webinar sessions, attending virtual meetings and online activities to avoid potential privacy issues.
  13. When uploading video/s on YouTube or Facebook, strictly adhere to the policies and guidelines of the social media platform and give proper and rightful credits to the owner.
  14. Seek prior consent and properly inform the participants before recording a live online training sessions, tutorials, fun activities and alike. If possible, avoid recording meetings without permission from the participants.

#### APPLICATION OF RSO FOR ONLINE ACTIVITIES

