### WeBenilde Terms of Use

WeBenilde is the primary platform to gather communications material for promoting De La Salle-College of Saint Benilde. It is a communications tool meant to inspire conversations among community members and a hub for information about the various developments and activities happening in the College.

WeBenilde is the major internal communications platform for the Communications Office-Center for Institutional Communications. It is a redesign of the College's Intranet and incorporates elements of B1, the community newsletter. It is a virtual place for community conversations and will chronicle and highlight the life of personnel, faculty and students in Benilde.

The following Terms of Use apply to your use of WeBenilde. Each time you access this website you agree to comply with, and be bound by, the Terms of Use and acknowledge that we may rely upon your agreement.

## **College Policies**

Rules and regulations set by De La Salle-College of Saint Benilde in its College Policies stated in, but not limited to, the Administration Manual, Staff Manual, Faculty Manual, Academic Services Manual, and Student Handbook including, but not limited to, online conduct, will apply upon using WeBenilde. Violations will be subject to investigation and disciplinary action as prescribed by institutional policies of De La Salle-College of Saint Benilde.

## Information Access and Sharing

Information access is granted to a bona fide Benildean with activated info net and/or Benilde Mail accounts. In the process of granting access the user needs to type in his or her ID number.

Accessed and shared information in WeBenilde are subject to the provisions below:

- Shared information are subject to the approval of the Intranet Manager/s.
  The Intranet Managers may not post the information if they do not adhere
  to the provisions of the College Policies and/or the WeBenilde Terms of
  Use.
- 2. Shared information should uphold the DLS-CSB Mission Statement.

## DLS-CSB MISSION STATEMENT

At De La Salle-College of Saint Benilde, we believe that it is in community that we create and nurture a learning climate promoting success through mutual support and respect for all learners. As a learner-centered institution, we recognize diversity by addressing various needs, interest, and cultures.

As a community of students, faculty, staff and administrators, we strengthen our relationships through transformational experiences guided by appreciation of individual worth, creativity, professional competence, social responsibility, a sense of nationhood and our faith.

- 3. Shared information should uphold the Lasallian Principles of Faith, Zeal in Service and Communion in Mission.
- 4. Shared information should adhere to the Benildean Core Values: appreciation of individual worth, creativity, professional competence, social responsibility, a sense of nationhood and our faith.
- 5. Shared and accessed information should not initiate or propagate communication that could in any manner damage, disable, overburden, or impair the image of the College or any member of the Benildean Community.
- 6. Shared and accessed information should not promote nor discriminate against a corporation, the private sector or any business entity.
  - a. A corporation is an artificial being created by operation of law, having the right of succession and the powers, attributes and properties expressly authorized by law or incident to its existence. It may be stock or non-stock, profit or non-profit. For purposes of this policy, Corporations also include those which are created under special laws, as well as partnerships or associations of whatever nature or form, created for any legitimate purpose pursuant to existing laws.
  - b. Private sector is the key actor in the realm of the economy where the central social concern and process are the mutually beneficial production and distribution of goods and services to meet the physical needs of human beings. The private sector comprises private corporations, households and nonprofit institutions serving households.
  - c. Business entity is a unit that engages in an activity or enterprise entered into for profit.
- 7. Accessed information should be kept or shared according to the provisions of the College Policies and the WeBenilde Terms of Use.

### No Unlawful or Prohibited Use

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may not use WeBenilde in any manner which could damage, disable, overburden, or impair WeBenilde or interfere with any other party's use of WeBenilde. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through WeBenilde.

### Disclaimer of Warranties

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If you believe any content in WeBenilde infringes on a copyright, please send us a notice of copyright infringement containing the necessary data - identification of material being infringed; contact information of the notifying party (name, address, contact number and immediate supervisor and/or adviser), signed written statement and proof of infringement through the communications@benilde.edu.ph.

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#### Modifications and Indemnification

De La Salle-College of Saint Benilde may modify or replace the content of the Terms of Use at any time. Your continued use of WeBenilde constitutes acceptance

of the Terms of Use with the most recent changes. De La Salle-College of Saint Benilde reserves the right, at its sole discretion, to make periodic changes to the Terms of Use, to further protect the institution as well as its constituents.

You agree to indemnify and hold harmless De La Salle-College of Saint Benilde, its offices and their employees, and its students, from and against any and all claims and expenses, including attorneys' fees, arising out of your use of WeBenilde, including but not limited to, out of your violation of this agreement.

These Terms of Use constitute an agreement between you as WeBenilde user and the Intranet management, and they may be only modified by a written amendment signed by an authorized executive of De La Salle-College of Saint Benilde, or by the posting of a revised Terms of Use. All access or use of WeBenilde will be governed by laws of the Republic of the Philippines, excluding its conflict of law provisions. Any dispute or claim arising out or relating to these Terms of Use will be litigated exclusively at Manila Regional Trial Courts, as provided by, but not limited to, Presidential Decree No. 49, Republic Act 8293, Republic Act 8792, and the Revised Penal Code of the Philippines. You and De La Salle-College of Saint Benilde consent to personal jurisdiction in those courts. Any rights not expressly granted herein are reserved to the De La Salle-College of Saint Benilde.

De La Salle-College of Saint Benilde reserves the rights at any time to suspend or terminate your access to or use of the website. The failure of De La Salle-College of Saint Benilde to exercise any right or remedy under these terms and conditions shall not constitute a waiver of that right or remedy.

## Acceptance of Terms of Use

By moving on to any part of this website you agree that you have read, understood and will be bound by the Terms of Use and that you will carefully read the disclaimers and notices appearing at other parts of this website.

## Approved by:

Br. Dante Amisola FSC Vice Chancellor, Development and Institutional Relations De La Salle-College of Saint Benilde