Charter for the use of SEEH IT resources and devices

Secondary Cycle

May 2023

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1. PREAMBLE

The European Schools endeavour to offer pupils the best possible working conditions in terms of IT and multimedia services. This Charter, inspired by the Brussels III IT charter, sets out the rules for proper use of and good behaviour vis-à-vis the IT resources with a pedagogical purpose made available to them.

This Charter forms an annex to the rules of the SEEH, (hereinafter referred to as 'the School') and falls within the framework of the laws and regulations in force relating in particular to copyright, intellectual property rights, privacy protection (including in particular image rights) and to the processing of personal data, as well as computer crime.

2. IT RESOURCES AND DEVICES

2.1 Definition

"**IT resources and devices"** means the ensemble composed of the School's network, workstations, interactive whiteboards, projectors, peripheral devices (printers, external hard drives, headsets, cameras, keyboards, mouse, speakers, etc), software, laptop computers and tablets, use of the Internet in the School and digital learning resources[1] provided by the latter.

2.2 Golden rule

The European School's IT resources are intended to be used *solely* for pedagogical activities.

2.3 Access to IT resources and devices

- Access to the resources and devices provided by the School is a privilege and not a right.
- Each and every pupil is required to comply scrupulously with the operating conditions and the rules for proper use and good behaviour contained in this Charter.
- The School can carry out regular or occasional checks to verify that IT resources and devices are being used in compliance with the provisions of this Charter and reserves the right to revoke this privilege if need be.
- In the School, access to IT resources and devices is provided under the responsibility of the School's Management and under the control of a member of the educational team.

The School offers access to different IT resources:

→ To the School's computers via a class account
→ To the School's network, comprised of:
  - storage spaces on the School's workstations: shared spaces
  - sch.gr online services (including in particular an email/ messaging service)
  - proprietary software, licensed or open source
  - the Internet
  - the Wi-Fi networks

- All sch.gr accounts with which the pupil is provided are personal and may be used only by the pupil concerned. Thus, access codes must be confidential and may not be divulged to third parties (with the exception of the pupil's legal representatives).
- Before leaving their workstation, the pupil must always ensure that they have logged out properly.

[1] In accordance with the definition mentioned in the Procedure for approval of use of a Digital Learning Resource within the European Schools (Annex to
)

- The pupil will inform their ICT teacher and/ or Class teacher in the event of a problem with their account and of loss, theft or compromising of their access codes.

3. GENERAL RULES OF GOOD BEHAVIOUR

3.1 General comments

Pupils are required to follow the rules of good behaviour when using the resources and devices made available to the School for pedagogical purposes. Thus, access to resources by a pupil who is using their own mobile device outside the School (i.e., access to the network) also means complying with this Charter.

For personal use outside school, each pupil will be given an sch.gr account. This account provides an email service as well as access to distance learning tools used during synchronous and asynchronous online classes. Each account is personal and password-protected and its services should be used in compliance with the general rules of good behaviour set out in this Charter.

3.2 Respect for confidentiality

Pupils are forbidden from:

→ attempting to obtain other people's passwords
→ logging in with other people's usernames and passwords
→ using another user's open session without their explicit permission
→ opening, editing or deleting other people's files and, more generally, trying to access information belonging to them without their permission
→ saving a password in Internet software such as Google Chrome, Firefox, etc., when using non-personal devices

3.3 Respect for the network and for workstations

Scrupulous respect for the premises and the hardware must be shown. Computer keyboards and mice must be handled with care. Thus, pupils are not allowed to eat and drink when using school workstations in the School, so as not to damage them.

Pupils are forbidden from:

→ attempting to change the workstation's configuration
→ attempting to change or to destroy network or workstation data
→ installing or copying software present on the network
→ accessing or attempting to access resources other than those allowed by the school
→ opening messages, files, documents, links and images sent by unknown senders
→ inserting a removable device into any device whatsoever without the permission of a responsible adult
→ connecting a storage device or medium (USB, mobile phone, other) without the permission of a responsible adult
→ deliberately interfering with the network's operation, and in particular by using programs designed to input malicious programs or to circumvent security (viruses, spyware or other)
→ subverting or attempting to subvert the protection systems installed (firewall, antivirus programs, etc.)
→ using VPN tunnels

3.4 Respect for intellectual property rights

Pupils are forbidden from:

→ downloading/uploading or making illegal copies of material (streaming, audio, films, software, games, etc.) protected by intellectual property rights

→ plagiarising, i.e., reproducing, (re)disseminating, communicating to the public, in any form whatsoever, any information, irrespective of the medium (table, graph, equation, article of a legal act, image, text, hypothesis, theory, opinion, etc), which might be protected by intellectual property rights (copyright, etc.).

The use of information found on the Internet for classwork implies that the sources must be included and correctly quoted by the pupil. They may seek the assistance of one of the members of the educational team in that connection.

During ICT lessons, pupils are provided with information concerning respect for intellectual property rights so that they can start to learn how to discern about what is legal and illegal.

3.5 Respect for the members of the school community and of the School

Pupils are forbidden from:

→ displaying on screen, publishing documents or taking part in exchanges of a defamatory, abusive, extremist, pornographic or discriminatory nature, whether based upon racial or ethnic origin, political opinions, religion or philosophical beliefs, state of health, or sexual orientation
→ bullying other people (cyberbullying), in their name or using a false identity or a pseudonym
→ using other people's lists of email addresses or personal data for purposes other than those intended by pedagogical or educational objectives
→ using improper language in emails, posts, chats or any other means of communication whatsoever (the message's author has sole responsibility for the content sent)
→ damaging the reputation of a member of the school community or of the School, in particular by disseminating texts, images and/or videos
→ entering into contracts, selling or advertising in any way whatsoever on the School's behalf, unless the project has been approved beforehand by the School's Management.

4. SPECIAL RULES FOR USE OF THE INTERNET

4.1 The School's network

Access to the Internet within the European School is a privilege and not a right.
The use of the pedagogical Internet-based network is for the sole purpose of teaching and learning activities corresponding to the European Schools' missions.

Pupils are strictly prohibited from:

→ connecting to live chat services or to discussion forums unless otherwise authorised by a member of the educational team, on account of their pedagogical purpose, or to social media
→ sharing personal information allowing the pupil's identification (first name, surname(s), email, address, etc.)
→ accessing pornographic, xenophobic or racist sites
→ downloading or installing any program whatsoever, including access to video game websites.

Under no circumstances should pupils mention their name, display a photo, mention their address, telephone number or any other information facilitating their identification on the Internet.

Pupils are prohibited from using the email address linked to their sch.gr account (…@sch.gr) to create accounts on applications, websites or software not authorised by a member of the educational team or by the School's Management.

4.2 Social media

Pupils are prohibited from connecting to social media with the email address linked to their sch.gr account

(…@sch.gr).

Use of a private digital device (telephone, tablet, laptop) does not exempt pupils from following the rules for their proper use and good behaviour as laid down in this Charter, as regards respect for members of the school community and of the School. Pupils remain responsible for the content displayed.

5. SPECIAL RULES CONCERNING ONLINE LEARNING / TEACHING

Online learning or teaching implies following the rules for proper use and good behaviour laid down by this Charter, whether within the framework of:

- **Online learning or teaching at school** ('blended learning'), implying the use of digital learning resources approved by the School's Management or engaging in asynchronous online activities (homework)
- **Remote online learning or teaching** ('distance learning'), when lessons in the School are suspended
- **Distance and *in situ* online learning or teaching** ('hybrid learning'), when lessons are attended by some pupils *in situ* and by others remotely
- **Online learning or teaching** involves voluntary use of the camera by either teacher or pupil. The audio must be switched on, but the use of a camera is a personal choice. It is clear that communication is more effective if the teacher and the pupil can see each other, but the choice of camera operation remains with the individual.
- **Online teaching and learning** involve only the teacher and pupils in the process and there can be no third-party participation/ observation/ evaluation in the lesson unless it is approved by the teacher concerned.

In addition, the following are prohibited:

→ photographing and/or filming, by means of using personal devices, the teacher(s) and the pupils participating in online learning and, *a fortiori*, from publishing such images/ videos
→ participating in online learning or teaching sessions which the pupil might not have been expressly invited to attend
→ inviting participants to online learning or teaching sessions without the agreement of the person organising the session
→ using digital learning resources to intimidate, bully, defame or threaten other people.

Image rights are recognised rights for each of the members of the school community, which is why the School will not tolerate the use of images/ videos taken without the knowledge of the individual concerned. A pupil, upon instruction from their teacher, needs to have the consent of a person to use their data (e.g., photos, names, etc) for any publication to take place.

6. REPORTING TO THE EDUCATIONAL TEAM

The pupil undertakes to report to the Class Teacher or the ICT teacher, as quickly as possible:

→ any suspicious software or device
→ any loss, theft or compromising of their authentication information
→ any message, file, document, link or image sent by an unknown sender
→ any activity that compromises a pupil/staff/s integrity (e.g., knowledge of a peer uploading defamatory photos).

7. RESPONSIBILITY

Intentional damage to the School's devices and IT resources may result in repair costs for the legal representatives of the pupils concerned, in accordance with Article 32 of the General Rules of the European Schools.

SEEH is a Greek public school and hence pupils are not allowed to have mobile phones or any other electronic device or game that has an image and audio processing system inside the school premises (decree Φ.25/103373/Δ1/22-06-2018/ΥΠΠΕΘ). If such a device is found in the possession of a pupil it will be immediately confiscated and the School Management will only return it to the pupil's legal representatives.

Any pupil who chooses to bring a mobile phone or other electronic device to the School does so at their own risk and is personally responsible for the safety of their mobile phone or device. The School will not accept any liability whatsoever for the loss or, theft of, or damage to or vandalism of a telephone or any other device, or for unauthorised use of such a device.

8. SANCTIONS PROVIDED FOR

Any pupil who contravenes the rules set out above will be liable to suffer the disciplinary measures provided for by the General Rules of the European Schools, the House Rules of the School and the sanctions and criminal proceedings provided for by law.

All members of the educational team must undertake to ensure that those provisions are respected by pupils who are under their responsibility and are required to exercise rigorous control in that respect.

The ICT teacher and/or the School Management must constantly ensure to their satisfaction that IT resources are operating properly and being properly used. To that end, monitoring IT resources and devices allows anomalies (abnormal use of the network, an excessive amount of storage space, attempted cyberattack, etc.) to be detected. Should anomalies be detected, the School Management will decide on the measures to be taken, e.g., blocking IT access to one or more pupils.

This type of intervention can be made only subject to compliance with clearly defined purposes, namely:

- → prevention of illegal or defamatory actions, actions contrary to accepted standards of good behaviour or likely to affront other people's dignity
- → security and/or smooth technical operation of IT systems, including control of the related costs, and physical protection of the School's facilities
- → compliance in good faith with the principles and rules for the use of the technologies available, and with this Charter.

9. REVIEW

This Charter will be reviewed in the light of the experiences gained in the 2023/2024 school year.