



# Charter for the Use of EEB III's ICT Resources by the Pupils

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EEB III strives to offer pupils the best teaching and learning conditions in computer and multimedia services. EEB III, as well as all the other European Schools has an ICT Charter.

### **What is an ICT charter?**

A charter outlines the rules for the proper use of computer resources available for educational purposes.

The ICT Charter is available, in its full version, on the School's website ([www.eeb3.eu](http://www.eeb3.eu)). The main rules to be followed by pupils are summarized hereafter.

## When using EEB III's IT resources, the pupils must:

### 1. General rules of good conduct



#### Keep your username and password safe.

I access the school's ICT resources using the **personal identifiers (for all secondary and P5 students)** that have been granted. I do not share my username and password with others and do not use anyone else's. This protects confidentiality of my information and that of others.



#### Respect the hardware and protect the software available

I do not modify the configuration of the School workstation (by altering or destroying network data, installing software or making a copy of software present on the network, etc.). **In this view, I respect the integrity, availability and security of all electronic resources.**



#### Respect and protect the intellectual property of others

Whether for texts or images, I always make sure to mention my sources. I do not hesitate to seek my teacher's help to properly acknowledge authorship.



#### Respect members of the school community and the image of the School

I am responsible for what I write and say. In my exchanges with the other pupils and the members of the pedagogical team, I manage to make myself understood by using respectful language, without rudeness, shocking or inappropriate words.

In this way, I respect members of our school community and I also uphold a positive image of our school.

Respect all dignity of all persons in the school and avoid any act of aggression against others personality.

## 2. Special rules for taking and sharing photographs/videos/audios



- When I am in school, **I ask my teacher** / responsible adult's permission before using my phone or any other device to take photos / videos/ audios.
- **I can only share** a photo/video/audio if the teacher/responsible adult instructs me to do so, both during in situ and online teaching.
- During online teaching, **I know I cannot take** any photo/video/audio of any part of any lesson.

## 3. Special rules for using the Internet

The use of the educational Internet network is reserved for teaching and learning activities responding to the missions of the European Schools. It is important to remember that access to the internet is a privilege. It is a privilege to have access to these tools and we should not abuse of them, but use them positively. Abuse of such tools are subject to disciplinary action in accordance with the General Rules of the European Schools and the School's rules.

**It is strictly forbidden for the pupils to:**



**Access pornographic, xenophobic, anti-semitic or racist sites**



**Take part, in any way, in illegal activities, such as illegal streaming, using the School's equipment**



**Connect to live chat services (also through personal devices), discussion forums or social networks unless specifically authorized by a member of the educational team**

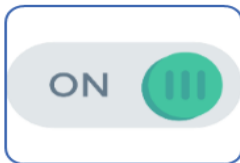


**Download any content whatsoever, unless explicitly authorized by a member of the educational team**

#### 4. Specific rules for IT rooms



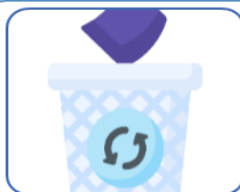
**Logged in computers should not be left unattended - this is a security risk.**



**Pupils should never turn off the computers**



**Pupils should not eat or drink in computer rooms**



**The room must be kept clean and tidy**

#### 5. Notification and contact

If I suspect a confidentiality breach of my Office 365 account's credentials, I immediately inform my educational advisor (for secondary students) or my class teacher (for primary students), as well as the School's ICT team at the following e-mail address:

- [IXL-ICT@eursc.eu](mailto:IXL-ICT@eursc.eu) (for all students) or
- [diegueam@teacher.eursc.eu](mailto:diegueam@teacher.eursc.eu) (for secondary students only).

This includes if I suspect that my username and password have been shared / breached.

#### 6. Sanctions

A pupil who violates the rules set out in this Charter will be subject to disciplinary sanctions as provided for by the General Regulations of the European Schools and the internal School regulations, as well as, where appropriate, to the sanctions and criminal proceedings provided for by the Belgian law (any sanctions by the school are without prejudice to any sanctions to be imposed by national authorities as a result of a civil or penal action).

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.

## 7. Rules to follow on Teams

### a) RESPECT

Pupils will interact respectfully and civilly with teachers and other pupils online (no insults, no insubordination, no distasteful comments...).

### b) LANGUAGE

Pupils will communicate in full clear sentences, especially when addressing the teaching staff. They are expected to treat these communications as formal conversations (no abbreviations, no text speech, use capitals and full stops, correct spelling, etc.):

<b>Emojis</b>	Should be used sparingly and only with a positive and uplifting intent.
<b>Contacting teachers</b>	The staff is keen to be available to respond to pupils' needs. However, teachers should be given reasonable time to respond as they may be involved in other classes or school related activities.
<b>Reacting to Posts</b>	Pupils must respond to other pupils or staff posts in a constructive and supportive way. <b>Speak as you would like to be spoken to.</b>
<b>Content in Chats</b>	Only school related, polite communication is allowed. Before posting your question, re-read and <b>make sure you have used appropriate language</b> , also including 'please' and 'thank you' where relevant. Always remain on topic and do not irrelevant comments.
<b>Review what you wrote</b>	<b>Think before sending a message.</b> When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood, as we do not have the benefit of modifying or elaborating in real time. All caps ("I'M SHOUTING") and exclamation points ("Give me a break!!!") can be misinterpreted as intense anger or humor without the appropriate context. If you wouldn't say it face to face, don't say it online. When you're working online, you're safe behind a screen, but that's no excuse to be impolite or say things you would never say in public. 'I was just joking' is not a valid reason to give for a negative comment you have made. We need to take care of each other much more when we are online, as we do not have the opportunity to have a face to face conversation.

### c) PRIVACY

Pupils will not post their own personal information or materials pertaining to any other individual on any EEB3 online forum (address, phone number, bank details...).

### d) COOPERATION

Pupils are expected to be collaborative and supportive of each other and their teachers while working on EEB3 online forums.

### e) VIDEO-CONFERENCES

Pupils are expected to follow the basic communication rules while videoconferencing: They must not delete pupils, cut off their microphone, mute teachers or tamper with the successful running of the conference. Under no circumstance should pupils attempt to call teachers unless explicitly requested to do so. Recording (the lesson, the course, the interventions and interactions during class, etc.) is forbidden by the law (GDPR). When not speaking, pupils should remain muted to help keep the audio channel clear.

**f) UPLOADING OF MATERIAL**

Pupils will only upload material specific to their courses when so requested.

**g) OWNERSHIP & AUTHORSHIP**

Pupils are required to reference the author/origin of any resource they upload in accordance with copyright and ownership regulations (author link, reference webpages, etc.). Also, please make sure that your profile picture is recognizable and appropriate.

**h) SAFETY**

It is imperative that pupils feel able to use the EEB3 online forums safely. Any misconduct including online bullying and harassment towards any member of staff or pupil should be reported immediately.

- Don't give out another student's personal email address without permission.
- Remember that you cannot manipulate and/or send pictures, videos or audios of others.
- Remember if it's on the internet it's everywhere.
- Don't share personal information about yourself in a public online forum, especially something that could put your safety and that of others at risk.

**i) BACKGROUND ON TEAMS**

There should be no background on Teams or if you use one, please use one of the standard TEAMS backgrounds.

**8. General Recommendations:**

- You should try to be in a quiet place for class periods.
- Sit if possible at a desk or at a table.
- Students should remove distractions like social media and texting during live meetings/lessons.
- Everyone should be respectful and courteous at all times. Remember, you are in class.
- Students should use any headset or earbud style headphones for live meetings; you do not need specialized models with a microphone. You should not use your computer speakers because this can create feedback or an echo for other people.

**9. General Troubleshooting:**

- **Absences:** Follow the normal procedure to report student absences. If you are sick and cannot attend online lesson, your absence still needs to be reported to the school.
- **Technical support:** Requests should be sent to:  
[IXL-ICT@eursc.eu](mailto:IXL-ICT@eursc.eu) (for all students) or [diegueam@teacher.eursc.eu](mailto:diegueam@teacher.eursc.eu) (for secondary students only). Please be as specific as possible when asking for assistance.
- **Behavioral problems on the school platform:** Inform us (your educational advisor for secondary students or your class teacher for nursery/primary students) immediately

**Conclusion**

ICT resources are wonderful teaching tools. They can help us a great deal in communication, especially if we need to have an online teaching and learning programme. However, like any other form of communication, it is important that we have a set of rules to govern our behaviour.

**We have full confidence in our students to use the tools provided effectively.**