



Rules of digital tools usage available for the school community of International Concept for Education (ICE)

The school community is divided into students, their parents and the Staff, who are the users of digital resources of ICE.

Each user should use the digital tools provided by the school.

The school principal takes the responsibility to access these tools.

All users agree to comply:

- The rules for the use of digital equipment and resources defined in ICE.
- Current legislation
- Ethical rules

Access to digital resources

ICE provides users with the facility of digital resources. Students are helped, advised and guided in their use of digital tools, Internet and digital networks.

Rights	Engagements
<ul style="list-style-type: none"> • A personal account is assigned to each user (username and password) which allows him to connect to the digital tools. 	<p>Users are committed to:</p> <ul style="list-style-type: none"> • Not to disclose their passwords to others: each person is responsible of the usage made using his user code • Do not use another user code.
<ul style="list-style-type: none"> • Each user can access the school's digital resources for educational activities or in relation with the school activities. 	<ul style="list-style-type: none"> • Users are committed to access digital resources for educational or school purposes • Students are committed to seek permission from the (x) teacher (s) or responsible for any activity (using discussion groups "chats" and "forums"; download software or documents ...).

<ul style="list-style-type: none"> • Teachers can use their own equipment in the facility • Teachers can ask students to use their own digital equipment <u>for specific educational activities.</u> 	<ul style="list-style-type: none"> • Teachers must prevent the administration in writing to allow students bringing their personal equipment for a specific educational purpose. • Students using their own equipment are committed to respect the chart. • This usage is subject to prior permission from parents • Personal equipment is under the responsibility of the student and his family only • The school does not offer technical maintenance of such personal property, but a one-time assistance may be provided for installing applications required for the usage of educational activities.
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Respect of digital ethical rules

Digital resources are provided to all users. Every person must respect the material provided to him and do not interfere with the proper use of the network.

Rights	Duties
<ul style="list-style-type: none"> • The access to digital resources is provided to each user of the school for educational activities purposes or to conduct information research for an educational objective. 	<p>Users will:</p> <ul style="list-style-type: none"> • Take care of the equipment • Respect the common rules of digital materials specified by the chart • Avoid performing activities monopolizing digital resources that penalize the community (printing large documents, storing large files ...) or breaking the law.

<ul style="list-style-type: none"> The information for each user will be protected 	<p>Users are committed to:</p> <ul style="list-style-type: none"> Respect the security rules Not to introduce, modify, alter, delete or copy information belonging to another user without his authorization Not to attempt to change the hardware configuration and settings of the network not to use any software or systems to bypass the firewall setting Verify exchanged data through files attached to emails or through storage devices (removable hard disk, USB key ...) for not spreading viruses and malware programs.
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Respect of the laws

Everyone has the right to be respected, him and his private life (his life, his image ...). And he must also respect the public order.

Rights	Engagements
<ul style="list-style-type: none"> Each member of the school community may request the respect of his private life. 	<p>while exchanging emails and publications on the web, Students are engaged:</p> <ul style="list-style-type: none"> not to harass or harm human dignity of another user via messages, texts or provocative images To disseminate injurious and defamatory information or that may affect the privacy or the rights or the image of others To publish photos without the consent of the persons in the pictures

	<p>Students must respect the public order; they are engaged not to:</p> <ul style="list-style-type: none"> • disseminate information and access websites that have xenophobic, sexual or reprehensible characteristics; and this under the principles of the Declaration of Human and Citizens Rights and the laws of the host country • In another hand, users are engaged not to publish any proselyt information.
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Each author has his own property right on his created intellectual work. Therefore, his permission is required to reproduce his own production (sound, image, text...).

Rights	Engagements
<ul style="list-style-type: none"> • A user who made already some productions will be asked to provide his permission in order to reproduce or publish them. 	<p>Users are engaged to respect the intellectual property by:</p> <ul style="list-style-type: none"> • Not forming copies of unauthorized software by law (only copies backup is allowed) • Not using illegal copies • Not publishing a product without the permission of the author (s). • Users are engaged to publish their texts and resources on the website of the school; the digital work spaces are under the license of Creative commons shares (http://creativecommons.org/)

The Communication

Rights	Engagements
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<ul style="list-style-type: none"> • One or more internal messaging or communication tools are provided to each user 	<ul style="list-style-type: none"> • Mandatory regular consultations for students and staff • Desirable usage of communications related to school activity. • No one may invoke a lack of information for transmission via any digital tools at his disposal.
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Any private correspondence benefits from protection: the confidentiality of the correspondence.

Rights	Engagements
<ul style="list-style-type: none"> • The private correspondence of each user is confidential. 	<p>Students have to:</p> <ul style="list-style-type: none"> • Respect the confidentiality of the correspondence of other users • Respect the messaging as conditions set by the chart

The use of digital social networks

Rights	Engagements
<ul style="list-style-type: none"> • Social networks can be mobilized in the service of school activities and learning subjects. 	<ul style="list-style-type: none"> • The use of social networks for educational purposes should be subject to the approval of the school principal. • The content of publications is under the authority of the school principal or delegated persons, who reserve the right to remove the publication.

**Rules of digital tools usage
available for the school community
of International Concept for Education (ICE)**

The chart of digital usage is online on the school website.

Student version

I, undersigned

Name:

Surname:

Class:

I have read the digital chart of International Concept for Education published on the website of the school and I am engaged to respect it under risk of applying sanctions within the context of the internal rules and regulations.

I also acknowledge having been informed that the technical provisions have been taken (checking the connections, monitoring the use of different positions, examples visited pages, downloaded documents, consultation dates...) and this to verify that the use of digital tools is meeting the rules specified in this Chart.

Date:

Signature of the user (signatures of the student and his parents)

Student

Parents

Adults version

I, undersigned

Name:

Surname:

I have read the digital chart of International Concept for Education published on the website of the school and I am engaged to respect it under risk of applying sanctions within the context of the internal rules and regulations.

I also acknowledge having been informed that the technical provisions have been taken (checking the connections, monitoring the use of different positions, examples visited pages, downloaded documents, consultation dates...) and this to verify that the use of digital tools is meeting the rules specified in this Chart.

Date:

Signature of the user (signatures of the adult user and signature of the student and his parents)

Signature