

October 13th 2020

## IT AND DIGITAL CHARTER

The purpose of this IT and Digital Charter is to remind users of the rules related to the use of IT resources at the Lycée Français Charles de Gaulle (the “Lycée”), including those related to the use of networks and digital services offered by the Lycée. This IT and Digital Charter also describes the rules that apply when a teacher provides distance teaching and/or when a pupil is following distance education.

The purpose of this IT and Digital Charter is also to raise awareness and accountability among users about compliance with these rules, to take proper measure of the risks associated with their uses and to strengthen the prevention of illegal acts. Finally, it specifies the user’s rights and obligations.

As far as teaching is concerned, these rules apply in the context of a “standard” teaching model (where the teacher and all pupils of a class are on site), where a teacher teaches on site with all or part of the pupils being off site and distance learning is provided, and where both the teacher and his/her pupils are off site and distance learning is provided.

- "Standard" face-to-face teaching is the Lycée's normal operating mode.
- On-site teaching by a teacher with remote connection of all or part of the pupils in a class may be made necessary if one or more pupils in the class have been placed in quarantine in the event of a suspicion of COVID-19, or in a proven case of COVID-19 (affecting a pupil in the classroom or a bubble to which the pupils belong, a member of the pupils’ household, or a person with whom they have been in close contact).
- The remote teaching provided by a teacher to a class of pupils also remote will only be implemented in the following two cases: (1) if the teacher and all pupils in a class are self-isolating, or (2) in the event the Lycée closes its onsite teaching facilities, due to the evolution of the COVID-19 pandemic.

In this Charter, “user” means any member of staff of the Lycée, any pupil of the Lycée, and more generally any person who uses the IT resources of the Lycée.

### **A/ Common provisions**

#### **1. Adherence to applicable legislation**

Legal requirements should not be forgotten in spite of the volume and ease with which information and internet content can be disseminated. The Internet, networks and online communication services are not lawless areas.

In addition to prohibitions against violating the fundamental values of the French national curriculum – in particular the principles of neutrality (religious, political and commercial), in particular (but without limitation) the following are also forbidden and subject to criminal and / or civil sanctions:

- Any violation to a person's right to privacy and the use of a person's personal data without their permission;
- defamation, insult and harassment;
- Using intellectual property (for example: a musical composition extract, a photograph, literary passages, a website passages etc) without the author's consent;
- the use of software without the consent of the intellectual property holders;
- trademark infringement;
- encouraging the consumption of prohibited or illegal substances;
- the pornographic exploitation of an image of a minor, the dissemination of violent or pornographic messages or degrading content;
- Inciting the perpetration of criminal acts and inciting suicide, discrimination, hate (in particular racial hate) or violence;

## **2. Compliance with the rules applicable by the Lycée**

The School commits to respect all rules protecting the interests of third parties and maintaining public order, including to promptly inform relevant public authorities of any illegal activities that it may observe when its services are being used, and to put an end to any violation of third-party rights, if necessary by removing the disputed information or by making access impossible, after becoming aware of any such violation.

## **3. Description of IT resources**

- "IT resources of the Lycée" means the aggregate of the network (cabling and active equipment including Wi-Fi terminals), servers, IT workstations at the Lycée, peripherals (screens, keyboards, mice, printers, video projectors, laboratory peripherals connected to computer stations, etc.), portable laptops and tablets made available to users, as well as software and applications (whether installed on a computer, a Lycée server, or accessible via the Internet) made available to users.
- The use of some IT resources may be restricted (for example some of the IT resources can only be authorised for certain categories of users; some equipment can only be borrowed by authorised users subject to availability, etc.)

- The use of certain IT resources may be conditional on compliance with certain additional rules, described in charters or other documents brought to the users' attention (for example, charter for the use of IT rooms, charter for the use of test tablets, charter related to the borrowing of equipment to be taken outside the Lycée's premises)

#### 4. Protection pupils, especially minors

Within the Lycée's premises, pupils

- use computers, access the Internet, use softwares and printers under the supervision of an adult.
- agree to use the Internet only for the research that has been specified, or that has been set by the teacher
- agree not to use the Lycée's IT resources to access discussion groups ("chat rooms" type) without adult supervision.
- do not use the Lycée's IT resources that are used in the school setting to connect to free mail services such as Hotmail, yahoo, caramail etc...

It falls to the Lycée and its educational team to regulate any activity linked to the use of the IT resources of the Lycée made available to users, - particularly through constant monitoring of pupils' activities - so as to be in a position to intervene rapidly should any problems arise, and to put an end to any behaviour likely to turn violent.

It is also the school and its educational team's responsibility to ensure, on a case by case basis, that the activities which it organises are undertaken in a secure environment. Given their involvement and proximity to educational activities, it is up to teachers to ensure that the appropriate protection mechanisms are in place so as to safeguard children from illicit contents (and any content which glorifies crime, theft, hatred, debauchery or any materials regarding crime/delinquency likely to negatively impact upon the children, as well as material which may inspire or entrench racial prejudice).

Regarding internet access, the Lycée is equipped with a protection device, which is updated daily, which prevents access by minors to black listed material. For legal reasons, this same device records all transactions carried out on the Internet. This information will be communicated at the request of the Lycée's Headmaster.

#### 5. User commitments

##### 5.1 Compliance with legislation

The purpose of the non-exhaustive reminder in article 1 of the rules of law relating in particular to the use of internet and digital services is to make users aware of the existence of such rules, to remind users that they must be respected, with a view to preventing illegal acts.

The user undertakes to adhere to applicable legislation, described non-exhaustively in article 1.

The user agrees to use the IT resources of the Lycée:

- In compliance with privacy rules, including the need to obtain a third party's consent to record or use their image
  - In compliance with the laws relating to the protection of personal information
  - In compliance with the laws relating to literary and artistic property;
  - By making sure to not send any messages or content of a racist, pornographic, offensive, defamatory nature.... And in general, to not disseminate information presenting offensive or criminal characteristics.
- The user agrees to inform the Headmaster of the Lycée of any existence of illegal content or behaviour of which he/she is aware.

## 5.2 Preservation of the integrity of the service

The user is responsible for his/her personal use of the services offered by the Lycée. In particular, he/she is individually responsible for the use of the IT system, the network, and local or online IT resources.

- a. The user agrees to not voluntarily perform actions that may harm the operation of the network as well as the integrity of all digital tools.

In particular, the user agrees:

- not to interrupt the normal operation of the network or one of the connected systems;
- not to develop, install or copy programs to get around security, or saturate resources;
- not to install, download or use software and software packages on the Lycée's equipment;
- not to introduce parasitic software (virus; Trojan horse; worm, etc.);

- b. The user agrees to immediately inform the Lycée of any loss, any attempted violation or anomaly relating to the use of their personal access codes.
- c. Each user agrees to comply with the rules of IT ethics and in particular not to intentionally carry out operations that could have the following consequences:
  - hide their real identity (for example a user must indicate their real identity in any e-mail correspondence);
  - to use the password of another user;
  - modify or destroy information not belonging to him on one of the IT systems
  - access other users' information without their permission;

## 5.3 Rational and fair use of IT resources

The user commits to making rational and fair use of IT resources, in particular the network and digital tools, in order to avoid saturation or their diversion for personal, commercial or advertising purposes.

The user is informed that the Lycée could be made aware of any necessary information in regards to the admin of the network (volume data, incidents, nature of the traffic generated) and may take any urgent

measures to stop the disruption of its services. In particular, the Lycée reserves the right to interrupt all access to services in the event of excessive or improper use.

## 6. Personal data protection

Pursuant to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (G.D.P.R), the Lycée must comply with the legal provisions relating to the protection of personal data. The Lycée will:

- use personal data relating to a user for the sole purposes for which such data is collected;
- communicate the purposes and destination of the information recorded and the retention period of data by keeping a record of processing activities (article 12 GDPR);
- to notify any personal data breach to the supervisory authority (Article 33 GDPR);
- rights of access, opposition, rectification and erasure as provided in Article 13 and subsequent articles in the GDPR.

Any request concerning personal data should be addressed to: [dpo@lyceefrançais.org.uk](mailto:dpo@lyceefrançais.org.uk)

## B/ Specific provisions related to distance learning

Distance learning covers 2 possible instances:

- Teaching on site, in a classroom, by a teacher with all or some of the pupils of a class following distance education via a remote connection.
- Remote teaching provided by a teacher to a class of pupils who are connected remotely to follow distance education.

The rules set out in this paragraph B / apply in the context of remote teaching, to staff who organise online sessions during the remote teaching period, and to pupils who take part in these sessions.

For cases where remote teaching is introduced, the provisions of the paragraph B / follow the principles, and are in line with the *"Safeguarding and remote education during Coronavirus (COVID-19) guidance provided by the Department for Education)* \*.

The specific provisions related to remote teaching may be updated on a regular basis. Please consult them regularly, to keep informed of any updates.

### 1. Provisions applicable to staff organising online sessions

#### 1.1 Practical and technical considerations

##### a. Common rules

- Whenever possible, remote teaching classes are provided at the scheduled times according to the pupils' timetable.
- The teacher invites all pupils in the class or those concerned to connect.

- Staff members must use an appropriate platform that complies with the General Data Protection Regulation. In this context, the Lycée Français Charles de Gaulle asked its staff to use Google Meet. The use of the "Grid View" option is strongly recommended, as it allows the host teacher to see all the participants on the same screen.
- The teacher must open and close the session.
- The teacher should make sure that he or she is the last person to leave the session or must close the session so that pupils taking lessons remotely do not remain online without supervision.

b. Specific rules in case of on-site teaching, in class, by a teacher with remote connection of all or some of the pupils

The teacher checks that all pupils who are connected remotely can hear him.

The teacher films the board so that the pupils can see what he / she writes. The teacher can film himself / herself, but isn't obliged to.

The teacher is not authorised to film the pupils present in the classroom without authorisation (see article 1.2 below).

### 1.2 Consent to image capture, audio and video recordings

It is prohibited to capture anyone's image or make a video or audio recording of anyone without their permission.

If a teacher wishes to do so within the framework of class activities and projects (capturing excerpts from videoconferences, presentations, lectures, virtual class photo, etc.), when teaching is provided remotely (teaching on site, in a classroom, by a teacher with all or part of the class pupils connected remotely, or remote teaching provided by a teacher to a class of pupils joining the session remotely), he/she must ensure that the legal guardians of the pupils appearing on the image capture or recording have given their consent by signing the photographs, audio and video recordings consent form for the current school year.

### 1.3 Child protection

a. Any individual session with a pupil must be recorded in the document shared by the Designated Safeguarding Lead ("DSL"), it being understood that on-site teaching by a teacher with pupils on-site (in a classroom) and with a pupil connected remotely does not constitute an individual session.

b. Teachers should immediately report any child protection concerns to the DSL.

## 2. Provisions applicable to pupils and their families when pupils take part in online sessions

### 2.1 Consent to photographs, audio and video recordings

It is prohibited to capture the images of teachers, other pupils or any other person, or to make a video or audio recording of teachers, other pupils or any other person without their permission.

Audio and / or video recording of lessons taught by teachers without their express permission is also prohibited.

Any breach of these rules will be punished in accordance with the terms of the Lycée's School Rules.

## 2.2 Email address used to connect to a session

Primary school pupils must log in with their parents' email address; secondary school pupils, with their Lycée email address.

Inappropriate or threatening email addresses used to attempt to join online conversations will not be tolerated, and will be reported to IT for investigation.

## 2.3 Only pupils invited to a session can participate

Only pupils who are invited to join an online session can attend, using the email address mentioned in section 2.2.

The use of a pupil's (or parents for primary school pupils) email address by a third party (by way of example but not exclusively by a pupil in another class) to log in to an online session is unacceptable and may result in a sanction in line with the terms of the Lycée's School Rules.

It follows from the above that for identification purposes participants of an online session are requested to activate the video function (and not just sound) when logging into the session.

## 2.4 Practical considerations for online sessions

- a. For primary school pupils, a parent or adult must be in the same room as the pupil to assist them during the online session if necessary.
- b. Pupils should turn off their microphones when it is not their turn to speak to allow the session to run smoothly.
- c. Pupils should not use the online commenting system to have personal discussions. This system should be used by the teacher and by pupils who wish to say something and who have not been seen by the teacher, to ask if they can speak.

## 2.5 Behaviour

- a. Participants are asked to wear proper attire and not to eat or drink during the sessions.
- b. Interactions between a pupil and a teacher, or between a pupil and his peers, are subject to the Lycée's School Rules and must be respected.

## **C - RESPECT OF INTELLECTUAL PROPERTY**

The use of digital tools implies respect for their related intellectual property rights as well as those of any third-party holders of such rights.

Accordingly, each user must :

- use software in accordance with subscribed licenses;
- not reproduce, copy, distribute, modify or use software, databases, web pages, texts, images, photographs or other creations protected by copyright or private rights, without having previously obtained the authorisation of the owners of these rights.

## **D - SANCTIONS**

This Charter is appended to the Lycée's School Rules, and failure to respect the principles set out in this Charter may result in a limitation or removal of access to services, as well as disciplinary sanctions provided in the School Rules.

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\* <https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>