



International Concept for Education

Lycée Français Bilingue International
Bilingual French International School

DIGITAL TOOLS POLICY

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This document is subject to change throughout the academic year

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The ICE school community is divided into students, their parents and the Staff, who are the users of the digital resources. Each user should use the digital tools provided by the school under the responsibility of the School Principal.

I. COMPLIANCE

All users agree to comply:

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

II. 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.

A personal account is assigned to each user (username and password) which allows him/her to connect to the digital tools.

Users are committed to:

- not to disclose their passwords to others: each person is responsible of the usage made using his/her user code
- not to use another user code
- Each user can access the school's digital resources for educational activities or in relation with the school activities.
- access digital resources for educational or school purposes
- students are committed to seek permission from the teacher (s) and are responsible for any activity (using discussion groups "chats" and "forums"; download software or documents ...).
- teachers can use their own equipment
- teachers can ask students to use their own digital equipment for specific educational activities.
- teachers must inform the administration in writing to authorize students to bring their personal equipment for a specific educational purpose.
- students using their own equipment are committed to respect the digital policy.
- 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.



III. RESPECT OF DIGITAL ETHICAL RULES

Digital resources are provided to all users. Every person must take care of the equipment provided to him/her and not undertake any activity that might interfere with the school network.

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.

Users will:

- 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.

The information for each user will be protected and the users are committed to:

- respect the security rules
- not modify, alter, delete or copy information belonging to another user without his/her authorization
- not attempt to change the hardware configuration and settings of the network
- not use any software or systems to bypass the firewall setting (VPN or similar)
- verify exchanged data through files attached to emails or through storage devices (removable hard disk, USB key ...) for not spreading viruses and malware programs.

IV. RESPECT OF THE LAWS & REGULATIONS

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

Each member of the school community may request the respect of his/her private life.

While exchanging emails and publications on the web, students undertake to:

- 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

Each author has his/her own property right on his/her created intellectual work. Therefore, his/her permission is required to reproduce his/her own production (sound, image, text...). A user who made already some productions will be asked to provide his/her permission in order to reproduce or publish them.



Users undertake to respect the intellectual property by:

- not making copies of unauthorized software by law
- not using illegal copies
- not publishing a product without the permission of the author(s).

V. COMMUNICATION

A. Internal communication

- One or more internal messaging or communication tools are provided to each user
- It is mandatory for staff and pupils to regularly consult their messaging system
- No one may invoke a lack of information when transmitted via any digital tools at his/her disposal.

B. Private correspondence

The private correspondence of each user is confidential. Students shall:

- respect the confidentiality of the correspondence of other users
- respect the messaging as conditions set by the chart

C. Use of digital social networks

- Social networks can be used in the service of school activities and learning subjects.
- 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.

The chart of digital usage shall be published online on the school website.