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## **Usage policy of the Class WhatsApp Parents' Group**

### Purpose of the charter:

This charter aims to define the rules and best practices when using the WhatsApp group initiated by the APEF Class representative to facilitate communication among the parents of each class.

It aims to promote effective, respectful, and constructive communication among all the members.

### Objective of the WhatsApp Group:

The WhatsApp group is created by the APEF Class Representative of your child's class in order to ease informal exchange among parents, and share information concerning your child's class.

The WhatsApp group should serve to discuss topics that are beneficial to the students and their parents, such as the coordination of activities, school information, homework organization and completion, event reminders, gatherings organization, or any other topic of interest to the class students.

If you wish to communicate with a specific parent, please do so outside this Whatsapp group.

### Members:

Only parents with a child in the relevant class and the group admin(s) (such as the APEF section coordinators) may be part of the WhatsApp group.

Participation in the WhatsApp group is done on a voluntary basis. Members may leave the group at any time if they no longer wish to participate.

### Respect and Courtesy:

Interactions within the group should be kind and constructive.

Show respect towards all group members. Personal attacks are prohibited, and the names of individuals involved (children and/or parents) in case of difficulties between children and/or parents should not be disclosed.

Any offensive, insulting, defamatory, hate-inciting, discriminatory, or violent language is strictly prohibited.

Use appropriate language, avoiding profanity or obscenities.

Refrain from sending unnecessary messages, spam, or message chains.

Advertising or propaganda messages are not allowed.

### Confidentiality and Privacy Respect:

Do not share personal or sensitive information about members without their consent.

Respect the confidentiality of private conversations.

Should photos from a school outing or another school event be shared within the group, they remain confidential to the group members who do not have the right to distribute them outside the group.

### Conflict Management:

In case of disagreement, prioritize private communication to resolve the conflict respectfully, and contact the educational team (teacher(s) and homeroom teacher(s)) privately so that the issue can be addressed by the school as soon as possible.

### Data Protection:

The APEF collects and processes the personal data of pupils and their families to ensure the smooth running of its activities and the user-friendly management of the Florimont community. The data will be processed in compliance with the Federal Data Protection Act in force in Switzerland (DPA) and will be used exclusively to serve the association's social purpose.

At the same time, each parent undertakes to protect the personal data shared and to treat them confidentially in accordance with the DPA. The data will only be used for the purposes of exchanges concerning the class and will not be shared outside the class.

Each parent may ask to modify or delete his or her data at any time, and the other parents undertake to delete it permanently.

Finally, the APEF and its parent delegates decline all responsibility in the event of non-compliance with the law by its members or other parents in relation to the use of personal data shared within the framework of the association's activities. Each parent is individually responsible for the use of the personal data they receive and it is their responsibility to comply with the aforementioned legislation. The APEF recommends and thanks all parents for exercising caution and discernment when using the personal data of others.

### Charter Updates:

The charter may be updated by the APEF committee, which will inform members of any changes.

By joining the group, parents commit to respecting these rules to maintain a positive and productive atmosphere within the WhatsApp group.

The group's administrators may delete messages or exclude members in case of repeated violations of this charter.

## **The APEF committee**