

DIGITAL REGULATIONS – KINDERGARTEN AND PRIMARY

1. SCOPE OF APPLICATION

1.1 These guidelines apply to all Kindergarten and Primary students of Institut Florimont and their legal guardians.

1.2 Staff and families are responsible for ensuring compliance with these rules.

1.3 Upon deregistration from the institution, the student loses access to the school's digital tools and resources.

2. CONDITIONS FOR ACCESS TO IT RESOURCES

2.1 Passwords are individual, confidential, personal, and non-transferable. In the event of a suspected or confirmed breach of a student's digital account, the family or staff member must immediately inform the digital account owner, who will then notify the IT Department.

3. OBLIGATIONS OF STUDENTS AND THEIR FAMILIES

3.1 Basic Principles

3.1.1 Students and their families must not:

- Access information belonging to another user without permission;
- Engage in hacking.

3.1.2 They must:

- Respect all legal requirements;
- When using apps at school, document sharing (internal or external) is permitted, but users must exercise caution regarding ownership, recipient selection, and access rights;
- Follow teacher-issued rules on accessing and using IT resources, including login and logout procedures;
- Take care of provided equipment and facilities;
- Report any anomalies to the class teacher.

3.2 System Integrity

Users must not:

- Perform operations that could disrupt network functionality;
- Bypass security measures;
- Install or use unauthorized software;
- Alter or tamper with data;
- Change system configurations or default settings without permission;
- Connect unauthorized devices (e.g. phones, laptops, hard drives) to the school network or computers;
- Disable security protections.

3.3 Use of IT Resources

3.3.1 Authorized Access

As part of access to the IT network at Institut Florimont, each student from grade 9P onward is provided with:

- A personal and non-transferable Microsoft 365 account, for which specific rules of proper use must be signed by the students;

- A personal storage space (OneDrive), allowing them to save work or files relevant to their studies. At the end of the school year, if requested by the students and families, teachers may retrieve and share specific content;
 - A confidential password enabling them to log into the network (one password per student) and access their Office 365 account.
- Each student is responsible for all activity carried out using their digital account.

3.3.2 Internet Access at Florimont

Students have access to the internet from within Institut Florimont. This access is configured to protect students from connecting to websites with inappropriate content.

To safeguard students from viewing inappropriate or even dangerous content online, Institut Florimont has implemented an internet filter configured according to current legislation, educational needs, and the age of the students. All internet access must be made exclusively through the Institute's official Wi-Fi networks.

However, current technology makes it possible to bypass official access points and filters using certain tools in order to access—or even download—inappropriate, dangerous, or illegal content. Any student who does so brings such content into the school environment and, by doing so, violates these regulations and is subject to the disciplinary actions outlined in Article 4.

Sharing internet connections within the school (e.g., through personal hotspots or private access points) is strictly prohibited.

3.3.3 Prohibited Behaviors

Students must not:

- Harass or undermine the integrity or dignity of another student, particularly through provocative messages, texts, or images;
- Alter images in any way that could harm someone (including through the use of artificial intelligence);
- Disseminate information that is defamatory or deliberately spread misinformation (fake news);
- Promote violence, racism, antisemitism, xenophobia, pornography, or pedophilia;
- Visit websites with violent, racist, antisemitic, xenophobic, pornographic, pedophilic, or criminal content;
- Download software or documents without prior authorization, except as part of a pedagogical or professional activity;
- Illegally copy software or files protected by copyright (music, movies, etc.), or share third-party information without their permission. The user agrees to cite their sources when using such information.

3.3.4 Mobile Phones, Messaging, and Social Networks

- The use of mobile phones, smartwatches, and any connected devices by Kindergarten and Primary students is strictly prohibited. If such devices are needed after school hours, they must remain switched off and stored in the student's school bag throughout the school day;
- The student and their legal guardians acknowledge that the use of social media applications is prohibited. Institut Florimont accepts no responsibility in the event of a violation of these rules, which also constitutes a breach of these Regulations and is subject to the disciplinary measures outlined in Article 4;
- If it is found that a violation of personal integrity originates from another student or group of students, Institut Florimont reserves the right to apply disciplinary sanctions against the responsible party or parties.

3.3.5 Data Protection & Institutional Cloud Tools

- Institut Florimont places the highest importance on the protection of personal data belonging to its students, their parents or guardians, and its staff, in compliance with the Swiss Federal Data Protection Act (LPD) and the General Data Protection Regulation (GDPR): [Swiss LPD](#) [EU GDPR](#)
- The institutional Cloud tools used by the school are GDPR-compliant solutions.
- Students and their legal representatives acknowledge that the use of these institutional Cloud applications must comply with the above regulations and the usage rules outlined in the annex. Institut Florimont bears no responsibility for any violations, which also constitute a breach of these Regulations and are subject to the disciplinary measures provided in Article 4.
- These principles apply to all Cloud-based applications mentioned as primary tools.
- If Institut Florimont discovers that one of its students is the victim of a personal violation resulting from the use of the digital and IT resources provided, it will inform the parents and take all appropriate measures to protect the student.
- If it finds that the violation stems from another student or group of students, Institut Florimont reserves the right to take disciplinary action against the responsible individual(s).

3.4 Ethical Rules and Intellectual Property

Basic Ethical Principles

In addition to the specific rules listed in these regulations, the use of equipment must comply with standard IT ethics, which notably includes:

- Not concealing one's true identity;
- Not using another user's password;
- Not intentionally accessing private information belonging to other users of Institut Florimont;
- Not intentionally altering data belonging to other users;
- Not compromising one's own dignity or that of another user, particularly through the sending or sharing of inappropriate data;
- Respecting others' privacy and image rights;
- Not making unauthorized copies of commercial software (only backup copies are allowed);
- Not installing or using pirated copies of software;
- Not bypassing software usage restrictions.

3.5 Use of institutional equipment

3.5.1 Equipment Provided

IT equipment provided by Institut Florimont and managed by the school is made available to the student as part of their studies.

3.5.2 Usage Precautions

The use of IT equipment must strictly adhere to the user manual and the equipment's safety instructions.

In general, students and teachers must ensure that they:

- Take all necessary measures to protect the equipment during use;
- Keep the equipment in a protective case;
- Do not expose the equipment to any source of heat;
- Do not bring the device into contact with liquids or expose it to excessive humidity;
- Do not damage the power cable or electrical plug;
- Protect the equipment from shocks and falls;
- Do not place any objects on the keyboard when the device is open;
- Do not place any objects on the device, even when closed;
- Never attempt to repair the equipment or access its internal components in case of a problem.

3.5.2 Maintenance and Warranty

Maintenance of the equipment is provided exclusively by Institut Florimont.

Portable IT equipment is covered by a warranty that generally includes failures occurring under normal use conditions.

The warranty does not cover parts and labor in the event of breakage, i.e., when the damage results from one of the following:

- Intentional damage, negligence, malice, or any generally harmful use that affects the proper upkeep of the equipment;
- Improper connections or installation in an unsuitable environment;
- Handling or manipulation in contradiction with the usage precautions described in this regulation.

3.5.4 Insurance

- In the event of damage not covered by the warranty and caused by the student in contradiction with the usage precautions, the student's legal guardian will be responsible for covering the repair or replacement costs of the equipment or will need to take out insurance to cover such risks.

3.5.5 Use Within the Institution

- The IT equipment provided is intended exclusively for academic use within the framework of the lessons organized by Institut Florimont. The teacher retains full authority over the use of IT equipment in class.
- Any use of the equipment within Institut Florimont must comply with the school's internal regulations.

4. CONTROL AND SANCTIONS

4.1 The IT department is bound by a strict duty of confidentiality and may not disclose or use for its own benefit any information it becomes aware of during control operations, except to the IT administrator or a teacher.

4.2 School directors and teachers have full authority to take appropriate precautionary measures in the event of a breach of these regulations, including denying the offending user access to IT resources and networks.

4.3 If it is determined that internet or IT resources have been used in violation of these regulations, the school administration reserves the right to take whatever action it deems necessary against the offender, which may include expulsion from Institut Florimont.

4.4 In any case, violation of the rules and obligations defined in this regulation—as well as failure to report any attempted breach of one's account—may result in disciplinary proceedings.

5. MEDIA EDUCATION AND DIGITAL CITIZENSHIP

5.1 Institut Florimont ensures that students receive continuous citizenship and digital education throughout their schooling. In this context, the school also informs and raises awareness among parents about media literacy and digital citizenship.

5.2 The Institute has implemented a Digital Plan with the following objectives:

- To enable students to progressively acquire the skills defined by the Cadre de Référence

des Compétences Numériques (CRCN – Framework for Digital Competency Standards);

- To help students become conscious and respectful digital citizens, mindful of copyright, data protection, screen time, and digital well-being;
- To raise awareness about the potential risks associated with certain types of digital content;
- To empower students to choose and use web tools, social media, and connected devices safely and responsibly.

5.3 Specific rules for appropriate use of Teams Chat (also applicable to any other digital communication tool):

Expected behavior in “Conversation”, the Teams chat:

When communicating with teachers, the student:

- May use the Teams chat to ask questions related to coursework—and only for this purpose;
- Must remain polite and respectful in exchanges and messages;
- Should pay attention to language quality in written messages.

When communicating with other students, the student:

- Must use the Teams chat strictly within the academic context—for work-related discussions only—with classmates or project group members;
- Must follow rules of mutual respect in the Teams chat, which is not a private messaging service.

Note:

The school reserves the right to obtain copies of messages sent via Teams.

Annex: “Usage rules for IT equipment – Kindergarten and Primary” (displayed in classrooms, to be followed by teachers and students).