

Digital Regulations of the Institut Florimont for Secondary 1 and 2 students

1. SCOPE OF APPLICATION

1.1 This regulation applies to all Institut Florimont students in Secondary 1 and 2, as well as to their legal representatives.

1.2 Upon withdrawal from the school, any student loses the right to use the Institute's IT resources and facilities.

1.3 Staff and families ensure that this regulation is applied.

2. CONDITIONS OF ACCESS TO IT RESOURCES

2.1 Each student from 6e to Terminale is given an individual account (username, password) allowing them to log on to the network, to their Office 365 account (including TEAMS and the various Microsoft 365 Education tools: Office suite, OneNote, OneDrive, Outlook), as well as to various services managed by the Institut Florimont (school-life management tool, artificial intelligence service, etc.).

2.2 Passwords are personal, confidential, individual and non-transferable. Each student is responsible for the use made of them. The student must immediately notify the IT department in the event of a suspected or confirmed breach of their account.

3. STUDENT OBLIGATIONS

3.1 Basic principles

3.1.1 The student must not:

- Access information belonging to another user without their authorisation;
- Engage in hacking, or exploit a security flaw.

3.1.2 The student must:

- Comply with all obligations arising from current legislation;
- For TEAMS and OneDrive, sharing documents, internally or externally, is permitted, but each user must take the necessary precautions regarding ownership of those documents, particularly regarding the choice of recipients and the rights granted;
- Comply with the rules on access to IT resources and use of IT equipment, in particular the recommended log-on and log-off procedures;
- Take care of the equipment and premises made available to them;
- Immediately inform the IT department and their form tutor of any anomaly noticed.

3.2 Respect for the integrity of the IT system

The student must not:

- Carry out operations that could harm the normal operation of the network;
- Set up a device to bypass security;
- Install or use software without authorisation;
- Fraudulently introduce or alter data;
- Modify the system configuration without authorisation;
- Modify default settings;
- Connect electronic devices to computers, tablets or the network without authorisation (mobile phones, laptops, external hard drives, connected objects, etc.);
- Disable protections.

3.3 Use of IT resources

3.3.1 Authorisations

As part of access to the Institut Florimont's IT network, each student from 9e onwards has a unique, personal, non-transferable account giving access to various pieces of software and services:

- Microsoft Office 365 and iCloud accounts, for which specific rules of good use will be signed by students.
- Personal storage (OneDrive) allowing them to keep work or files useful for their studies. At the end of the school year, students, assisted by their form tutor for the youngest ones, will save all the content of their TEAMS class to their OneDrive. When a student leaves the Institute, they must make a copy on a disk, a personal USB key, or cloud storage, as their Microsoft 365 account will be closed and deleted.
- Access to various services and software, such as those for managing school life or accessing educational services.

Each student is responsible for the use made of their IT account and must immediately inform the IT department and their form tutor of any anomaly noticed.

3.3.2 Internet access outside Florimont

Users may connect their laptop or tablet to an internet access point offered by the Institute at their own responsibility, provided this does not disrupt the use of the equipment. Connection costs are then borne by the user or their legal representatives.

Private connections outside the Institute are entirely the responsibility of the student or their legal representatives.

3.3.3 Internet access within Florimont

Students have access to the internet from the Institut Florimont. This access is configured to protect students against connections to inappropriate sites and content.

3.3.4 In order to protect students from viewing inappropriate, or even dangerous, online content, the Institut Florimont has equipped itself with an internet filter configured in accordance with current legislation, educational needs and the age of students. Any internet access from the Institute must be exclusively via the Institute's official Wi-Fi access points.

3.3.5 However, current technology makes it possible, via various tools, to bypass official access points and filters and to seek out — or even download — inappropriate, dangerous or even illegal content. In doing so, the student brings inappropriate, dangerous or illegal content onto the school premises: by acting in this way, they breach this regulation and expose themselves to the sanctions set out in Article 4. The use of private devices (smartphones, etc.) is prohibited within the campus.

3.3.6 The student must not:

- Harass, or infringe upon the integrity or dignity of, another student or a member of Institute staff, in particular by means of provocative messages, texts or images.
- Alter images in any way whatsoever in order to harm someone; this is strictly prohibited (including through the use of artificial intelligence);
- Disseminate information damaging to another person's honour, or deliberately spread misinformation (fake news);
- Promote violence, racism, antisemitism, xenophobia or pornography;
- View sites of a violent, racist, antisemitic, xenophobic, pornographic or criminal nature;
- Download software or documents without prior authorisation from an adult, except as part of an educational activity;
- Illegally copy software or copyright-protected files (music, films, etc.) and share information belonging to third parties without their authorisation;
- Fail to reference sources when using information;
- Fail to mention the use of artificial intelligence when producing any kind of document (homework, projects, presentations, etc.).

3.3.7 Duty to protect students in relation to the use of mobile phones, messaging/chat services and social networks

- The student and their legal representatives acknowledge that the use of social media applications is prohibited on the school premises. The Institut Florimont accepts no liability in the event of a breach of these rules, which also constitutes a breach of this regulation and is subject to the sanctions set out in Article 4.
- If a student finds that such an infringement of personal rights originates from another student or group of students, the Institut Florimont shall be entitled to take the disciplinary sanctions necessary against the perpetrator(s) concerned.

3.3.8 Use of mobile phones and connected devices

For Secondary 1 students (cycle), the use of connected devices (smartphones, smartwatches, smart glasses, etc.) is prohibited. Students who own a smartphone must switch it off upon entering the campus, place it in the envelopes or lockers provided for this purpose, and may only switch it back on when leaving the campus.

For Secondary 2 students, the use of these devices is strictly prohibited on the school premises, except with the express authorisation of a member of staff.

These devices must be stored, upon entering the school (at the gate or reception), in the No Phone pouch provided to students. The pouch must be locked. The student will unlock it when

leaving, at the end of the half-day or the full day, depending on their timetable and their leaving arrangements (day student or half-boarder). Unlocking stations are installed at the entrances and exits of the Institute for this purpose. Students are not permitted to leave the premises during break times to unlock their pouches.

The teacher of the first lesson of the half-day will check the pouches. Random checks may also be carried out during the day by a member of the school-life staff, who will verify that the smartphone is indeed inside the pouch. If a student forgets their pouch, they must report this, and the school-life team will lend them one for the day.

In the event of loss or damage, a new pouch will be issued and invoiced.

These provisions also apply during all school activities organised outside the Institute (outings, trips, PE-related travel, etc.).

3.3.9 Security and Data Protection for services and software managed by the Institut Florimont

- The Institut Florimont attaches the utmost importance to the protection of the personal data of its students, their legal representatives or guardians, and its staff. The Institute implements all measures necessary to ensure compliance with the FADP (Federal Act on Data Protection) and the GDPR (General Data Protection Regulation) for European residents:

<https://www.admin.ch/opc/fr/classified-compilation/19920153/201903010000/235.1.pdf>

<https://eur-lex.europa.eu/legal-content/FR/TXT/HTML/?uri=CELEX:32016R0679>

- The software and services managed by the Institute that process personal data are solutions compliant with the FADP and the GDPR.
- The student and their legal representatives acknowledge that the use of these applications and services must comply with this regulation, as well as the rules of good use.

The Institut Florimont cannot be held liable in the event of a breach of these rules, which also constitutes a breach of this regulation and is subject to the sanctions set out in Article 4.

- These principles apply to all software and services made available by the Institut Florimont.
- If the Institut Florimont finds that the personal data of one of its students has been compromised as a result of the use of the IT and digital resources made available, it will inform the parents and take all appropriate measures to protect the student concerned.
- If it finds that this breach of data or of personal rights originates from another student or group of students, the Institut Florimont shall be entitled to take disciplinary sanctions against the perpetrator(s) concerned.

3.4 Basic rules and respect for intellectual property

3.4.1 Basic principles

In addition to the specific rules set out in this regulation, the use of equipment must comply with standard IT ethics, which notably means:

- Not concealing one's true identity;
- Not appropriating another user's password;

- Not deliberately accessing private information belonging to other users of the Institut Florimont or of any other organisation;
- Not deliberately altering data belonging to other users;
- Not undermining one's own dignity or that of another user, in particular by sending or forwarding inappropriate content;
- Respecting others' privacy and right to their own image;
- Not making unauthorised copies of commercial software (only backup copies are permitted);
- Not installing or using illegal copies;
- Not bypassing software usage restrictions;
- Not bypassing the filtering rules put in place by the Institut Florimont.

3.4.2 Intellectual property rights

The use of the software made available is also subject to strict rules of use.

In this respect, it is a reminder that the student must under no circumstances:

- Alter the hardware configuration of the workstation by removing or installing components;
- Alter configuration elements relating to the operating system, security, or usage restrictions of the IT equipment;
- Bypass usage restrictions on the software made available;
- Duplicate software that is not in the public domain;
- Copy commercial software;
- Develop programs that self-replicate or attach themselves to other programs, in order to prevent contamination by computer viruses.

3.5 Provision of IT equipment

3.5.1 Equipment provided

From 6e onwards, IT equipment supplied by the Institut Florimont and managed by the school is made available to the student for the purposes of their studies.

A complete list of all equipment lent to students is kept up to date by the Institute. The student will sign a receipt each time equipment is handed over and will provide a copy to their legal representatives.

Throughout the period of use, the student undertakes to do everything possible to avoid the equipment being stolen, lost or damaged when it is in their possession at the family home, during the journey between the family home and the Institute, or at the Institute.

Likewise, parents undertake to do everything possible to make their children aware of the need to avoid the equipment being stolen, lost or damaged when it is in their possession at the family home, during the journey between the family home and the Institute, and at the Institute.

3.5.2 Equipment references

The IT equipment is identifiable by its inventory number, linked to its machine number. This is recorded on the handover form when the equipment is issued.

This reference may be changed if the equipment is repaired. An IT equipment management database ensures continuity in tracking the equipment.

3.5.3 Precautions for use

The IT equipment must be used in strict compliance with the equipment's instructions and safety rules.

In general, the student and their legal representatives must ensure that they:

- Take every measure to protect the IT equipment during use;
- Keep the equipment in the protective case provided;
- Do not expose the equipment to any heat source;
- Do not allow the machine to come into contact with liquids or expose it to excessive humidity;
- Do not damage the power cable or plug of the device;
- Protect the IT equipment from any impact or fall;
- Do not place any object on the keyboard of the open device;
- Do not place any object on the device, even when closed;
- Never attempt to repair the IT equipment in the event of a problem, or access the device's internal components.

The equipment's battery must be charged at the student's home. The student must ensure that the battery is properly charged before coming to the Institute. Charging is not possible during lessons.

In terms of maintenance:

- Never spray cleaning products directly onto the device;
- Do not use alcohol-based products, aerosols, or solvent or abrasive products that could damage the equipment.

Each student undertakes to take care of the equipment provided to them.

3.5.4 Maintenance and warranty

Maintenance of the equipment is carried out exclusively by the Institut Florimont.

Portable IT equipment is generally covered by a warranty covering faults occurring during normal use.

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

- Intentional misconduct, negligence, malicious intent, or more generally any use harmful to the proper upkeep of the equipment;
- Improper connection or installation in an unsuitable environment;

- Handling or manipulation carried out in breach of the precautions for use set out in Article 3.5.3 of this regulation.

3.5.5 Insurance

In the event of breakage, loss or theft not covered by the warranty, the student's legal representative will bear the costs of repairing or replacing the equipment, or will take out insurance to cover these risks.

In the event of theft, whatever the circumstances, the student's legal representatives must provide the Institut Florimont with a copy of the police report confirming that the theft has been reported.

3.5.6 Use within the school

Subject to availability, replacement equipment may be temporarily issued while the originally provided equipment is being repaired. In this case, the details of the replacement equipment will be temporarily recorded in the equipment management database.

Students and/or their legal representatives are informed of any incident affecting the equipment provided by means of a detailed incident report, which must be signed by both the Institute's IT department and the student. No replacement or repaired equipment will be issued without this signed report, accompanied (if the machine was stolen or lost) by a copy of the police report.

3.5.7 Permanent replacement of IT equipment

If the IT equipment must be permanently replaced, a new agreement is then signed again by both parties (the student's legal representative and the Institute).

3.5.8 Provision of software licences

Software originally installed is also made available to the student for the duration of their schooling. As part of the Institut Florimont's teaching activities, educational resources or software acquired by the school may also be installed on the equipment during the school year by IT staff (sometimes at the request of teachers). The user will benefit from these under the same conditions.

3.5.9 Use within the school

The IT equipment made available is intended exclusively for school use as part of lessons organised by the Institut Florimont. The teacher remains in charge of how the equipment is used during their lesson.

Any use within the Institut Florimont must comply with the school's regulations.

3.5.10 End of the equipment loan

The equipment referred to in Article 3.5.1 must be returned complete, clean and in good condition whenever requested by the Institute.

This loan will be suspended for maintenance purposes and will end when the student permanently leaves the school.

The return of the equipment referred to in Article 3.5.1 will be confirmed by a document signed by the student and the IT department.

4. MONITORING AND SANCTIONS

4.1 The IT department is bound by a strict duty of confidentiality and may not disclose (except to the IT manager) or use for its own benefit any information it may have obtained in the course of monitoring activities.

4.2 School heads, the deputy head (préfet) and teachers have full authority to take the necessary protective measures in the event of a breach of this regulation, in particular to prohibit the offending user from accessing IT resources and networks.

4.3 If it is found that the use of internet access or IT resources breaches this regulation, the School Management reserves the right to take whatever measures it deems necessary against the offender, which may include expulsion from the Institute.

4.4 In all cases, any breach of the rules and obligations set out in this regulation, as well as failure to report any attempted breach of one's account, exposes the user to disciplinary proceedings.

4.5 In the event of damage to or loss of IT equipment for which the student is responsible, the full cost of the damage will be charged to the legal representatives.

5. MEDIA EDUCATION AND DIGITAL CITIZENSHIP

5.1 Throughout the student's schooling, the Institut Florimont provides education in citizenship and digital skills. In this respect, it informs and raises parents' awareness of media education and digital citizenship.

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

- To enable students to acquire, throughout their schooling, the skills defined by the Digital Skills Reference Framework (CRCN).
- To become a conscious and responsible digital citizen, mindful of copyright, data protection and screen time...
- To raise awareness of the risks that certain digital content may pose.
- To know how to safely choose and use web tools, including artificial intelligence, social media and connected devices.

Specific rules of good use

(Relating to Article 3.3.1 of the Institut Florimont Digital Regulations)

EXPECTED BEHAVIOUR ON TEAMS "CHAT"

Chat between students and teacher:

- Students may use the TEAMS chat to ask their teachers questions relating to their lessons only, to the exclusion of any other subject.
- Students should think before asking teachers too many questions, and should avoid contacting them excessively.
- Exchanges and messages with teachers must remain polite and respectful.
- Students should pay particular attention to their standard of language in their messages.

Chat between students:

- Students use the TEAMS chat within a school context, to discuss schoolwork, only with their classmates or with those with whom they have joint projects.

The student acknowledges having read these rules of use and undertakes to comply with them. Their legal representatives are informed that, in the event of a breach of these rules of use, or malicious use of these tools towards a classmate or teacher, the Institut Florimont reserves the right to obtain a copy of the exchanges posted on TEAMS.

The rules of use displayed in classrooms are to be followed by both teachers and students, in order to adopt good conduct and respect the equipment made available.