CHARTER OF COMPUTER USE

GENERAL PARTY FOR ALL STUDENTS

Please read the following document and sign the last page

Foreword

This charter defines the instructions, especially behavioral ones, for the use of technological equipment provided or personal equipment on the school campus. They apply to all iPads and computers used at Collège Champittet and to any other device considered by the administration to be governed by this charter. Teachers will be able to define additional terms for classroom use.

All technologies provided by the school are for educational purposes and must be used sensibly in accordance with the terms and spirit of the Charter: safety, propriety, caution and courtesy, respect for technological protection devices, use of common sense and seeking help as needed.

Vision

For Collège Champittet, access to technology in schools is a way for students to learn to better interact, communicate and develop skills that will serve them academically, professionally, personally and socially. Our ambition is to enable students to master the technology and communication of the 21st century.

RIGHTS AND DUTIES OF USERS

1 Digital citizenship

Adoption of the 1:1 program in institutions involves addressing the responsible use of technology. Digital citizenship is a concept that allows teachers and parents to understand what students and users need to know in order to have an appropriate use of technology. Digital citizenship is a framework of standards that defines the appropriate and responsible use of technologies. It's more than just a teaching tool; it's the way to prepare students for a society in which technology is omnipresent. Digital citizenship is everyone's responsibility at Collège Champittet.

1.1 Netiquette rules

Use the Internet, network resources, and websites only in a courteous and respectful way.
Do not put anything online that cannot be seen by your parents, teachers or future colleagues and employers. Everything posted is out of your control and may be shared and distributed without your consent.
Adopt the same respectful and responsible behavior online that you adopt offline.

1.2 Cyberintimidation

Cyber-intimidation will not be tolerated. For example:

- Harassment
- Denigration
- Imposture (the use of anonymous and/or fake communications, credit card fraud, electronic forgery or any other illegal act)
- Deception
- Exclusion
- Malice (sending e-mails and posting comments with the intent to scare, hurt or intimidate)
- The transmission or viewing of obscene, offensive, threatening or harassing or denigrating content, in accordance with our agreement on bullying.

To be guilty of such conduct or any online activity that is intended to harm others, physically or emotionally, will result in severe discipline and loss of privilege. In some cases, cyberbullying is a crime. Remember that all online activities are monitored and recorded.

1.3 Plagiarism

Do not plagiarize anything on the Internet, especially images and texts. Do not give yourself credit for content created by others or do not present yourself as the author or creator of content found online. Content found on the Internet should be quoted with mention of the author.

1.4 At home

To help you manage technology in the household, here you'll find (www.bit.ly/charteTICE) the Home Technology Charter.

2   NETWORK

2.1 Internet

Collège Champittet offers users access to the Internet, including sites, resources, content and online tools. In accordance with the regulations of Nord Anglia Education and the school, this access will be restricted. Web browsing will be monitored and the online registration of activities will be kept throughout the school year.
Users are required to adhere to the Internet filter, which is a precautionary measure and must not attempt to bypass Internet browsing. If a site appears to be unjustifiably blocked, the user must, according to the protocol, alert a member of the IT team.

2.2 Security

Users must actively ensure their protection and that of others: They have no right to
- open or distribute infected files or programs
- open files or programs from unknown or unreliable sources
- download, attempt to download or open an .exe program on the school network or resources without the formal consent of the IT department
- bypass the Collège Champittet Internet filter (using a proxy server)

You can download other types of files, such as images and videos. For the security of our network, only download these files from reputable sites and only for educational purposes.

Users of the network or any other technology are required to notify IT immediately if there is any doubt about security.

If the computer or mobile device appears to be infected with a virus, do not attempt to remove the virus yourself or download an application to remove a virus. Notify the IT department as soon as possible.

2.3 Breakdown

Collège Champittet cannot guarantee that its network will operate 100% of the time. In the event of a network failure, Collège Champittet cannot be held responsible for the loss of data.

3   SECURITY

We implement all reasonable means to ensure the safety of students online but we cannot be held responsible for the consequences of the misuse of technologies made available by the school.

3.1 Rules

Remember, the Internet also has unverified, incorrect, or even indecent content. Always use reliable sources to search the Internet.

3.2 Personal safety

If you find an online message, comment, image, or anything that makes you fear for your personal safety, immediately notify an adult (teacher or staff member if you are in school, parent if you are at home).

Do not share personal information, such as phone number, address, date of birth, or financial information, without the consent of an adult. Since communication on the Internet is anonymous and therefore carries some risk, protect your personal information and that of others.
Do not accept an appointment with someone you meet online without the consent of your parents.

3.3 Other activities strictly prohibited to students
- Video games and online games
- Access accounts, files and / or data of other students
- Using the Internet and email accounts of the school for financial or commercial gain or any activity against the law.
- The use or possession of hacking software
- Vandalism: any malicious attempt to damage or destroy equipment, software or data, such as downloading or creating computer viruses or programs that can infiltrate computer systems and / or damage software on school equipment
- Connect to the Apple TV of another class that we are not part of

4   E-MAIL and LEARNING PLATFORMS

Collège Champittet provides e-mail accounts in order to communicate in the school context and in learning environments, but whose availability and use may be restricted according to the rules of the school. Emails can be monitored and archived. Likewise, message posts made to learning platforms are monitored and archived.

Users of e-mail accounts will have to make good use of it for educational activities:
- do not send personal information
- do not attempt to open files or follow links of unknown or unreliable origin

- use correct language
- communicate with others only in accordance with the instructions of the school or teacher
- Do not send junk mail or chain mail

5 Personal devices

Any misuse of personal devices may result in disciplinary action. It is therefore still necessary to respect the Netiquette as well as the charter of use.

6 Limitation of responsibility

Collège Champittet cannot be held responsible for damages and nuisances caused to people, files and data. Collège Champittet implements filters and other security mechanisms, and strives to ensure their proper functioning, but cannot guarantee their effectiveness. Collège Champittet cannot be held responsible, in particular financially, for any unauthorized transaction carried out through the network of the establishment.

7 Violations of the charter use

Violations of this charter will be subject to disciplinary sanctions, including:

- Suspended access to the network, technologies, and computers in extreme cases
- Warning sent to parents in most cases, expulsion from school or exclusion from school activities or legal proceedings

IPad Usage Policy [Years 4-10]

1 The iPad

1.1 Receiving your iPad

IPads will be set up at Collège Champittet during the first or second week of the school year. Parents and students will have to read and approve the usage chart. The last page must be returned, signed by the pupil and a parent, to the student's form tutor at the beginning of the school year.

1.2 Annual maintenance of iPads

IPads can be recalled for verification and maintenance at any time.

1.3 Returning iPads

Students who take exams in adavance, who opt out, who are temporarily or permanently suspended, or who leave Collège Champittet for any other reason must return the iPad provided by the school on or before the date of departure. Every year, 10th graders will return their iPad at the end of the school year.

The student will be responsible for any damage to the iPad. The repair costs will be covered either by the insurance offered by the school or by the student himself.

If a student does not return his iPad and his connections at the end of the school year or when his enrollment ends at Collège Champittet, this student will not be able to pass his exams and / or will be the subject of legal proceedings, civil or criminal. The student will have to pay the replacement of the iPad and possibly insurance costs. If the iPad is not returned, a statement of theft will be filed with the Lausanne Police Department.

2 Loss, damage and theft of the iPad

It is the responsibility of the parents to choose the insurance coverage mode for each iPad. Parents can choose to insure their child's iPad using their own private insurance cover, Swiss Civil Liability or the insurance offered by Collège Champittet. Parents are required to be informed about the insurance coverage available.

Collège Champittet's iPad insurance covers parts malfunction, damage due to electrical overload and damage caused by sudden and unexpected external factors. It does not cover damage caused by fire, water, natural disasters, theft, loss or disappearance. The cost of the cover is CHF 50 per year with a surplus of CHF 50 per claim.

If parents do not opt for the insurance coverage provided by the school, then they are required to replace the iPad at the current market value according to the Apple Store Switzerland.

Repairs made by third-party suppliers are not accepted due to the impacts on the data protection of the device and the consequences they may have on the safety of the user and other members of the school.

2.1 General precautions

The iPad is the property of the school and all users must respect this charter, as well as any charter of use of Collège Champittet technology. The devices should be handled with care and the utmost attention; the school entrusts you with high-value appliances. Losses, damages and malfunctions must be reported immediately to the IT department.

2.2 IPad maintenance

Students are required to have an iPad protective case, provided by the school, at all times.

Protect the screen by not putting any pressure on it.

Use only a soft, clean cloth to clean the screen. Do not use any cleaning products.

2.3 Protection and storage of the iPad

IPads must never be left in an unsupervised place (playground and campus, canteen, library, locker rooms, car and corridors). Any iPad left in these places is likely to be stolen. If an iPad is found in an unsupervised location, it will be returned to School Life.

Outside of class time, the iPad must be stored in a locked classroom or in the locker.
Teachers are forbidden to open classes to students unless their activities are supervised until the room is locked again.

3   IPad usage in the school

The iPad is an educational tool. The iPads are intended for everyday use at the school. It is the responsibility of the students to bring their iPad to each class, unless instructed otherwise by the teacher.

3.1 IPads left at home

If the iPad is forgotten at home, the student will have to do the work n his own time.

3.2 IPads under repair

IPads can be loaned to students if their device is under repair. A wait for a spare iPad is possible if the number of devices is insufficient.

3.3 Recharging your iPad's battery

IPads must be brought to school every day fully charged. A device insufficiently charged for classes due to an insufficient charging the day before will be considered as forgotten material and sanctions (checkmark) will be applicable.

3.4 Screensavers / Background Pictures

The use of inappropriate media as screensavers or background images is prohibited. Reference to weapons, pornography, profanity, alcohol or drugs will be punished.

3.5 Sounds, music, games or program

The sound must be permanently off, unless instructed otherwise by the teacher. Students must have earphones at all times.

Non-educational games are not allowed on iPads.

4   Internet access at home

Students can access private or public wireless networks with their iPad.

5   File Management and saving work

OneDrive and Showbie are available to all users to save, share and collaborate on documents. Students are responsible for backing up their files and configuration to the iCloud service on the iPad. It is also recommended that students send themselves important documents by e-mail for backup purposes or saving them to OneDrive. A backup space is provided on the iPad, but the data will not be saved in case of reset. It is the student's responsibility to ensure that his work is not lost due to a mechanical defect or accidental erasing.

6   SOFTWARE ON IPADS

6.1 Installed software

Software and applications already installed by Collège Champittet must remain on the iPad in order to be easily used and accessible at all times. Students must still accept application updates and new applications sent to the iPad through the school network.

6.2 Additional software

It is forbidden to synchronize the iPad with a personal account. It is also forbidden to sync an iPad with other iTunes accounts.

6.3 Inspection

Students may be randomly selected for an inspection of their iPad. Periodic checks of iPads will be done to ensure that students have not removed mandatory apps, installed inappropriate apps, or used the iPad for non-academic purposes.

6.4 Procedure for reinstalling software

In case of technical difficulties, illegal software or inappropriate applications, the iPad will be reset from the backup. The school declines any responsibility in case of loss of software or documents following the reformatting or the reinitialization of the iPad.

6.5 IPad update

Students are required to keep their iPad up to date.

BRING YOUR OWN DEVICE (BYOD) [Years 11-14]

For our year 11-14 students, we adopt a personal laptop policy "Bring Your Own Device" (BYOD). The reasons are as follows: Laptops are more suited to the requirements of exam classes; most students already have a laptop in the upper grades and prefer to use their own device.

In order to ensure that learning is not disrupted at the beginning of the school year, it is therefore important that all students come to school ready for classes with the right equipment. This involves having a fully functional laptop that meets the criteria detailed below.

A MacBook is highly recommended to allow students to make the most of our learning environment built around Apple technology. With a MacBook, students can connect their computer to the whiteboard to make presentations and share their files with students and teachers using AirDrop. Our favorite model recommended for student use is a **12" MacBook, followed by a 13" MacBook Air.**

Please ensure that each student is equipped for the next school year by checking their device according to the criteria below.

Hardware requirements:

Platform	Apple or PC laptop (MacBook recommended)
Screen size	11" minimum (diagonal measure) - maximum 13"
Operating system	Most recent OS / most recent Windows
Processor	Intel i5 recommended
RAM	4 Go or more, 128 Go hard drive or more, 2,4 GHz and 5 GHz Dualbande
Characteristics	Keyboard, USB port, headset port, built-in microphone, webcam
Battery	Minimum 4 hours of autonomy
Required software	Microsoft Office: available free of charge to all Champittet families. (See: portal-eu.nordanglia.com) MediaPlayer, VLC Player, PDF Reader, Preview (Mac) or Adobe Reader, Virus Protection (already included in Mac devices. Parent's choice for PC laptops)