CHARTER FOR THE USE OF IT RESOURCES AND INTERNET SERVICES

The purpose of this charter is to define some rules and restrictions, as well as the conditions of use of computers in the classroom, the library and the computer room. The use of a computer implies adherence to this charter.

Access to computers is open to all pupils of the Jacques Prévert school:

- as part of school activities carried out under the supervision of their teacher,
- as part of their personal work or research carried out in the library under the supervision of the librarians,
- for researching information on career guidance,
- to check their personal email (but priority will always be given to pupils who have to do school work).

The use of the school's computers is always under the control and effective supervision of a supervisor and is subject to the observance of a few basic rules:

- take good care of the computer equipment provided and do not modify its settings (screensaver, icons, wallpaper, etc.).
- do not carry out any action that could affect the proper functioning of the network or any of the connected systems.
- properly exit the software used and log out of your user session in accordance with the instructions given.
- inform the supervisor when a technical problem arises and do not try to solve it yourself.
- do not delete or move files other than those in your personal folder.
- print and copy wisely, having first sought permission from the supervisor to print a document.
- do not install any software (such as MSN, instant messaging software, etc.).
- do not deliberately open or install harmful programs (viruses, worms, Trojan horses, malware, etc.).
- do not download music (MP3 or other) or video files. E-commerce and online games are forbidden.
- chat, instant messaging and connection to social networks (such as Facebook) are not allowed.
- it is strictly forbidden to visit pornographic, racist, violent, extremist or degrading websites.

Each pupil has a private pen drive which must be scanned before use. All documents should be saved only on the pen drive, **not** on the hard disks of the workstations. Any document saved locally may be destroyed by the network administrator without the administrator being held responsible for the loss of the pupil's data.

CONTROL OF USE AND SANCTIONS

A pupil who wishes to use a computer agrees to comply with the instructions of the person in charge (teacher, librarian or school monitors), especially with regard to time limit on its use. The person in charge may also exercise control by ensuring that the pupil respects the rules set out above.
In the event that these rules are not observed, the person in charge may impose a temporary ban on the use of computers, or any other sanction stated in the school rules.

RESPONSIBILITY OF THE SCHOOL

The school will ensure, as much as possible, that the computer network is kept accessible, but is under no obligation to do so. The school may therefore interrupt access to the network or to the Internet:

- for reasons of maintenance and upgrading, or for any other reasons, particularly technical, without the latter being held responsible for the consequences of these interruptions for the User, as well as for any third party.
- the school will try, as much as possible, to keep Users informed of the occurrence of such interruptions.