

MosaLira ICT protocol

Introduction

The code of conduct provides the general guidelines for good behaviour. The use of ICT in education introduces teachers, parents and pupils to a new set of tasks which require new skills. This internet protocol further specifies the use of ICT in schools.

1. The minimum conditions with which staff at MosaLira must comply

The use of internet and ICT in general must fulfil the didactic and pedagogic objective of the school. A pupil may only use the internet after being granted permission by the supervisor. The pupil must be able to describe what he/she wishes to do or search for. The supervisor uses specific search assignments to limit or prevent random browsing.

2. Learning to take responsibility

- In class discussions, the possibilities and dangers of ICT and the internet are explained to the pupils. Additional emphasis is placed on the risks of receiving undesired information.
- Pupils must be aware of the risks and learn to develop a sense of responsibility when using ICT. The norms and values of the school are the benchmark in this.
- Pupils are encouraged to tell the teachers if they find something on the internet that is suggestive, obscene or threatening for them, or which make them feel uncomfortable in any way.
- Pupils and teachers are aware that the ICT coordinator and/or the upper school ICT coordinator can constantly monitor browsing behaviour and that he/she is entitled to access e-mail boxes if there is a suspicion that children or teachers are not following the agreements described in this protocol. Children, teachers and parents should report abuse of the internet to the school board.

Pupils and e-mail

- The school prospectus describes how the use of e-mail is incorporated into the curriculum.
- Pupils may only use their e-mail address for:
 - requesting information.
 - working on projects.
 - communicating with other groups / schools.
- Free magazines etc. may not be requested by e-mail without permission from the teacher.
- Pupils may not send photos as an attachment or e-mail, without permission from the teacher.
- The teacher will access the children's mailboxes through the ICT coordinator if he/she suspects misuse or in the case of a complaint.
- The school decides on any measures to be taken in the case of misuse and describes this in its e-mail protocol.

3. Protection of privacy

- Pupils may never post their name, address or telephone number, etc. on the internet or arrange meetings through the Internet.
- Information that can be linked to individual pupils may not be posted on the public part of the internet.
- Surnames combined with photos and/or assignments will not be published on the internet.
- Pupils may not visit chat rooms, unless this is part of a group activity and monitored by the teacher. Making "real time" contact may be educationally beneficial as part of an ICT project with another school or group. The teacher decides whether pupils may play (educational) online games.
- Photos on the website
When registering their child, parents/carers give written permission for photos of their child to be posted on the website. Parents and children are always entitled to remove or edit photos or texts even after formal permission has been granted. In this case, they must submit their request to the board.

The website states that pursuant to the Portrait Rights and the Personal Data Protection Act, parents are entitled to have certain photos or texts removed or edited.

4. Misuse

Teachers/supervisors will always explain why pupils may or may not visit certain sites. If a pupil receives or opens undesired information, it will initially be assumed that the pupil has accidentally received or opened this information. If this happens regularly, a penalty may be imposed. Pupils are familiar with the penalties related to ignoring the rules. Punishments may vary from a warning to an internet ban for a certain period. This measure is determined by the management team. Parents will be duly informed. Any suspicion of misuse will be thoroughly investigated.

The use of e-mail and internet for private purposes, including participation in non-school news groups, subscriptions to e-zines, newsletters, etc. is not permitted.

- No statements, requests or any other communications (via e-mail or internet) may be made which could harm MosaLira in any way whatsoever;
- Entering into obligations through the net (for example, orders) is only permitted if the user has written authorisation;
- Participation in online discussion groups is not permitted, unless expressly requested and/or with permission from a manager.

Security violations (internal or external) must be reported to the ICT coordinator.

5. Monitoring

In order to guarantee network security and individual privacy and to ensure careful use in compliance with these regulations, internet use is monitored from time to time. Technical integrity and availability of the infrastructure and services are also monitored.

MosaLira has tools which automatically register online mail and browsing behaviour in log files. This means the following is recorded:

- Browsing behaviour (which sites are visited) and the intensity of internet use;
- E-mails sent and received.

In the case of suspected misuse or violation of the regulations for e-mail and internet use, the log files will be accessed, whereby the content of the inbox and outbox and/or the requested pages or sites will be screened. This may be followed by sanctions.

If it appears that the regulations have been violated or if there are indications in this respect (e.g. complaints, signals from outside the organisation and system errors), information relating to the user(s) involved may be printed, viewed and used.

Monitoring by registering internet use must be reported to the Data Protection Board (CBP) before data processing is started, as this is part of the Exemption Decree. The data will be saved for as long as necessary in the framework of the further investigation and any measures to be taken regarding the user.

6. Sanctions

The manager/location manager instructs the Upper School ICT coordinator to monitor misuse of e-mail and/or the internet. He then reports the results of this monitoring to the General Manager, advises possible sanctions and imposes sanctions according to his mandate.

Any violation of these regulations, school interest or the general norms and values for using the internet will be subject to sanctions depending on the nature and severity of the violation. These will be disciplinary measures, such as a reprimand, transfer, suspension or termination of employment.

MosaLira also reserves the right to demand compensation for damage suffered by the employer in the case of purposeful or conscious recklessness. This concerns damage caused by computer viruses and/or claims from third parties following illegal software use or publishing pupil data.

7. Particulars

- The normal code of conduct, such as the current rules for signing correspondence, representing MosaLira, sending post (e.g. correct language use) and answering post (e.g. answering questions in time, taking measures in the case of absence) also apply to e-mail and other applications such as news groups, internet telephone calls.
- A standard text will accompany all external e-mails.
- An annual review will be held to ensure that the regulations are still up to date and to decide whether any technical amendments are required.