

(N)ETIQUETTE EEB2

The use of mobile devices is strictly regulated at EEB2 (cfr mobile device policy). Even where use is permitted and/or outside school hours, the following rules of use must be followed by our pupils.

Your office 365 environment and TEAMS included is the only official digital platform for school related work. Other tools can also be used by some teachers to support the learning process (Kahoot, Quizlet, Geogebra, etc.).

RULES TO FOLLOW IN EVERY SITUATION:

* Management of the Team profile:

Profile picture: None or a decent, recognizable ID picture from yourself

Background Teams: None or a standard TEAMS background

* **Audio and video recordings (friends, lessons, online courses, speeches, etc.): prohibited by law (RGPD). Image rights also apply to voice messages and other 'audios'. The Digital Service Act of 2024 applies throughout the European Union.**

* **Content in chats:** only school related, polite communication is allowed. Before posting your question, check if it was already mentioned and use 'please' and 'thank you'. Stay on topic: no irrelevant comments. **Don't spam!** Avoid GIFS, non-necessary comments and pictures in your chats. Don't take advantage of your connection with the other pupils in your online classroom to forward emails and links regarding your political/spiritual beliefs or other.

Sharing inappropriate content (violence, sexual content, private photos, insults, videos) is not only forbidden at school but also illegal. Violations will be punished within the school but may also be reported to the police and prosecuted.

Make sure **identification** is clear in all communications. Begin with a salutation ("Hi, Jason!") and end with your signature.

Review what you wrote and think before sending a message. When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood, as we do not have the benefit of modifying or elaborating in real time. All caps ("I'M SHOUTING") and exclamation points ("Give me a break!!!") can be misinterpreted as intense anger or humor without the appropriate context. If you wouldn't say it face to face, don't say it online. When you're working online, you're safe behind a screen, but that's no excuse to be ill-mannered or say things you would never say in public.

If you receive an unpleasant/insulting/inappropriate message, do not reply or forward it. Keep the message and show it to an adult or use the report button.

* **Respect others' and your own safety.** Don't give out another student's personal email address or personal data without permission. Do not use, send or manipulate pictures, videos from others! Remember, if it's on the internet, it's everywhere. Don't share personal information about yourself in a public online forum, especially something that could put your safety or security at risk.

Don't share personal data of yourself or your friends' with others, especially in chat rooms.

Never share your password, even with friends. Nobody can manipulate/use your phone, even a friend

* **Always log out when using a school device.**

* **Respect intellectual property rights:** all sources must be cited. The use of artificial intelligence is not permitted.

* **Respect the proper use of the Internet:** no access to pornographic, racist or xenophobic sites. Do not take part in illegal activities (illegal downloading, use of platforms/social media prohibited for the age group).

SUPERVISED CHAT

What is supervised chat?

Supervised chat lets your teachers start private conversations with you in Teams when they need to discuss something individually, such as your coursework or a project, or to check how you're doing. It's a safe way to communicate because a teacher is always supervising the chat.

How does it work?

- Your teachers can start a chat with you, possibly with other pupils
- You can reply and have a conversation
- The teacher who started the chat stays in the conversation to supervise
- You won't be able to start chats with other pupils on your own
- Once you send a message, you can't delete or edit it – this helps keep conversations honest and clear

What if I see something inappropriate?

If you ever see a message that makes you uncomfortable or seems inappropriate, you can report it. Simply right-click on the message and select "Report this message". The report will be reviewed by staff at the Office of the Secretary-General, and the person who sent the message won't know you reported it.

Extra info? See additional document "MS SUPERVISED CHAT"

ADDITIONAL RULES DURING ONLINE CLASSES

- * Check your **spelling and grammar!** You are in the class!
- * **When not speaking**, students should **remain muted** to help keep the audio channel clear.

Recommendations



- Try to find in a quiet place to follow classes.
- Sit if possible at a desk or at a table.
- Students should remove distractions like social media and texting during live meetings.
- Everyone should be respectful and courteous at all times. Remember, you are in class.
- Pupils should use any headset or earbud style headphones for live meetings; you do not need specialized models with a microphone. You should not use your computer speakers because this can create feedback or an echo for other people.

General troubleshooting

- **Absences:** The normal procedure applies. Parents inform the educational adviser mentioning the reason of absence. For more than 2 days absence, a medical certificate is needed.
- **Technical support:** Send your requests to WOL-ICT@eursc.eu. Please be as specific as possible when asking for assistance.
- **Behavioral problems on the school platform:** Inform us immediately. Send your message to the concerned subject teacher, the form teacher and the educational adviser.

The Charter applies to distance learning, as do the Rules of the European Schools and its disciplinary system in the event of inappropriate behaviour.

→ *ICT-department will monitor above measures.*

Thank you for your *collaboration!*

