



# **RULES FOR THE SECONDARY SCHOOL 2024/2025**

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# RULES FOR THE SECONDARY SCHOOL

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## 1 – THE SCHOOL HOURS

### 1-1-Timetable

Bell	08:40
1 <sup>st</sup> lesson	08:45 – 09:30
2 <sup>nd</sup> lesson	09:35 – 10:20
3 <sup>rd</sup> lesson	10:25 – 11:10
Break	11:10 – 11:25
4 <sup>th</sup> lesson	11:30 – 12:15
5 <sup>th</sup> lesson	12:20 – 13:00
Break	13:00 – 13:10
6 <sup>th</sup> lesson	13:15 – 14:00
7 <sup>th</sup> lesson	14:05 – 14:50
8 <sup>th</sup> lesson	14:55 – 15:40
9 <sup>th</sup> lesson	15:45 – 16:25

The end of one lesson and the start of the break is signalled by a first bell. The following lesson starts on the second bell; a pupil who is not in the classroom at this moment is considered late.

Each pupil is allowed a free period (5<sup>th</sup> or 6<sup>th</sup>) which allows him or her to go to the canteen.

### 1-2- Late arrivals

- a) The pupil who is late must:
  - i) Go directly in his classroom.
  - ii) **and** present an excuse written by parents as soon as possible to his/her Adviser.
- b) All late arrivals will be recorded in SMS-MySchool. **Several** non-justified late arrivals could be punished (see article 43 Genral Rules).

### 1-3- Opening times of buildings

Access to the school is only possible through:

- The main entrance from 8:00 onwards.
- The gate to the bus bays, opened upon arrival of the buses (approx. 8:15) until 8:45. This gate is then opened and closed according to the timetable of Sport lessons that take place in “La Coque”.
- The gate between the Kindergarten and the playground of the secondary school, opened from 8:15 until the first bell (8:40). This access is reserved exclusively for pupils and authorized members of staff.

Exit from the school is only possible through:

- The main exit.
- The gate to the bus bays when the buses leaves.

Pupils may enter the buildings as from 08:00, and can go to the room C007 (free room 1,2,3), B002 (free room 4,5), B012 (free room 6,7), cafeteria or to the library as from 8:30 (if open).

Access to upper floors is forbidden until 08:35 except for pupils who have lockers there.

Pupils may remain in the “common room” until 16:35.

## 1-4- Free periods

During free periods or in the case of the absence of a teacher who cannot be replaced,

- pupils in years 1 and 2 go to room C007,
- pupils in years 3 and 4 go either to room B002, to the library or to the cafeteria (if open),
- pupils in years 5 and 6 go to room E009, to the library, to the cafeteria (if open) or can leave school if they have consent of the parents (only year 6 students),
- pupils in year 7 go to room B012, to the library, to the cafeteria (if open) or can leave school if they have consent of the parents.

**Pupils are not allowed to be in the corridors or to remain or eat in the locker areas during free periods. Pupils may sit in the designated areas where there is a bench.**

## 1-5- Permission to leave in the secondary school

- Only S6 and S7 pupils have the right to leave the school grounds during free periods with consent of the parents. For the permission a form must be filled in and signed by parents or major pupil at the beginning of the school year.
- Depending on their timetables, S1-S5 pupils can be allowed to be absent when a teacher is absent at the beginning of the school day (permission A) or to leave school earlier when a teacher is absent at the end of a school day (permission B). With their parents' written permission, pupils in year 4 and year 5 Secondary may leave the school premises when they have no lessons timetabled during lunch time, i.e. period 5 and/or 6 and, in very few exceptional cases, period 4 or 7. It must be made clear that the absence of a teacher cannot be considered as a free period.
- For permission A+B+C, a form, which must be filled in and signed by parents, will be given to pupils on the first day of term.
- In very exceptional cases a pupil can be permitted to leave school during free time between two lessons. This request must be made in advance in writing to the Director who will, in appropriate cases, give his agreement.

## 2- ABSENCES

Attendance in lessons is governed by the rules established by the Board of Governors in March 2005: "*Justified absences are those correctly notified for illness and those agreed by the Director for personal reasons (the request must be made 8 days before). It is not, however, possible to liberate a pupil just before or after a holiday period.*" Article 30 of the General Rules; see also [www.euroschool.lu](http://www.euroschool.lu).

### 2-1- Absences recorded

All absences are recorded. For pupils under 18, each absence of one or several school periods must be justified in writing by parents. Pupils over 18 may justify their own absences. The absences can be justified via e-mail, sent at the address specified in the platform SMS-MySchool <https://sms.eurisc.eu> after Attendance issues over the last 14 days , contact the advisor in charge. The e-mail will be received only if it is sent by an e-mail address registered in SMS by one of the parents.

### 2-2- Absences from lessons

Pupils are not allowed to be absent from lessons without having first asked the Assistant Deputy Director or the counsellor responsible for his/her year and obtained his/her agreement.

In case of illness, a pupil cannot go home directly: (s)he must first report to the infirmary (C002).

After any absence, in order to return to class:

- a) The pupil must present an excuse form to his/her pedagogical advisor, completed and signed by parents, before the pupil can return to class.
- b) After two days of absence, in order to be allowed back into class, the pupil must present an excuse form accompanied by a **medical certificate**. A booklet of excuse forms/entrance slips is given to each student on the first day from the counsellors.

## **Pupils cannot leave the school without prior permission.**

If a pupil needs to go to the infirmary, (s)he must be accompanied by a fellow pupil chosen by the teacher. (S)he must then place the excuse slip, which will be given by the nurse, in the absence box.

### **2-3- Absences from Physical Education**

Permission not to participate in a Physical Education lesson must be requested in advance from the teacher concerned. The teacher will keep the pupil in the gymnasium. For long-term exemption, **a written request addressed to the director accompanied by a medical certificate is required for each term/semester.** The sport teacher, in agreement with the counsellor of the year, may give the pupil permission to go to room C007 or in the library, in very exceptional cases and after a written request from the parents addressed to the Adviser of the year, to come later or to leave the school.

The counsellor of the year will prepare a document and give this document together with a copy of the medical certificate, the parents' request and, where relevant, the permission to leave to the teacher.

### **2-4- Absences from tests and examinations**

#### **2-4-1- justifications:**

- a) Classes 1-3: an absence can be justified only in the case of illness or another very serious reason. A note signed by parents giving the reason must be given to the school.
- b) Classes 4-6: **ABSENCES NOT JUSTIFIED BY A MEDICAL CERTIFICATE WILL LEAD TO A ZERO MARK.**
- c) Classes 7: **Any absence to a test, a long test or an announced exam which is not justified by a medical certificate or the director's prior permission leads to a zero mark.**  
**For a non justified absence to a part examination or a written or oral exam, see the Arrangement for Implementing the Regulations for the European Baccalaureate (article 8.1.).**

#### **2-4-2- practical measures:**

- a) Classes 1-3: the parents' note should be given to the counsellor who will pass it to the concerned teacher using SMS.
- b) Classes 4-6: the pupil who has missed a test or exam should contact the teacher concerned to agree on a date for a replacement test. As foreseen in the General Rules of the European Schools, a medical certificate must be given to the counsellor **before the organisation of the replacement test**; The counsellor will inform the concerned teacher about the M.C. and the resitting of the test.
- c) Classes 7: see "Règlement d'application du baccalauréat."

#### **2-4-3- Work to hand in after an absence.**

A pupil who has not been able to hand in a piece of work on time because of an absence must give it in immediately on returning to school, either directly to the teacher or via his/her pigeon-hole.

### **2-5- Absence or late arrival of teacher**

If a teacher hasn't arrived by ten minutes after the official beginning of the class, the class representative should inform the counselor responsible for the year or go to B001 to inform staff there.

If the teacher is absent

- students in years 1-3 should go to C007.

- students from other years (4,5,6,7) will be free, BUT should remain within fixed areas of the school – the Library, Workroom B002, E009/10 or B012, the cafeteria and the schoolyard. Failure to observe this rule could result in a class punishment.

### 3- IDENTIFICATION OF PUPILS

**3-1- Every pupil present on the school premises must carry the identity card** given out by the school, against a payment, at the start of the school year. This card (or the card from the previous year if the new one has not yet been issued) must be presented on demand by any member of staff, including the security guards.

**3-2- In case of loss of this card**, the pupil must ask for a new one from the counsellor responsible for his/her year. The new one will be issued in return for a payment.

**3-3- This identity card shows the timetable of the pupil**, the type of permission to leave the premises (if any), the locker number, the pupil's date of birth and a bar code necessary for borrowing books from the library. It is also valid in all libraries in Luxembourg belonging to the network BibNet (Bibliothèque nationale, bibliothèque municipale de la ville de Luxembourg...)

**3-4- In order to monitor and prevent the presence of undesirable pupils in the School**, students in 6<sup>th</sup> and 7<sup>th</sup> year should automatically show their identity card badges upon entering and leaving the school in order to confirm their right of access or egress.

**3-5- Every pupil has to show spontaneously his/her student card** to the guard when entering and leaving school premises.

### 4- SCHOOL DIARIES

**4-1- Every pupil in year 1 to 4 receives a school diary.**

Every pupil must have a diary, kept in good order, and in which lessons and set work are recorded.

**4-2- This diary serves as a preferred means of communication** between parents and teachers.

### 5- PUPILS' SECURITY

#### 5-1- Arrival and departure

a) Access to the campus:

See also point 1.3

- **Between 09:00 and 16:45 access to the campus is via the main entrance.**
- For those who arrive or leave by school bus, the gate near the bus stop is open.
- Pupils who have a Physical Education lesson in the Centre Sportif (la Coque) can use the bus stop gate

b) Leaving the campus: Basic rules:

- Pupils in years 1-5 are not allowed to leave the school during the day. S4 and S5 pupils who have their parents' authorisation may leave school during the free hours of lunch break, by means of the the C permission.
- **Pupils cannot leave the school without prior permission.**
- A pupil can be authorised to arrive later in the morning when (s)he has no lessons and/or leave earlier when (s)he has finished lessons for the day in order to return home. Parents must request permission using the relevant form.

#### 5-2- Security on the campus

a) Bicycles, skateboards, motor bikes and cars must not circulate on school grounds. Vehicles may be parked only on designated parking places.

- b) Dangerous objects (knives, fireworks, firecrackers,...) must not be brought onto the school grounds. Electrical domestic appliances must not be installed in the common rooms or classrooms.
- c) It is strongly recommended that pupils do not wear rings, bracelets, watches etc. during Physical Education lessons. These can be left in lockers before the lesson, at the pupil's own risk.
- d) Physical violence, insulting behaviour and intimidation will not be tolerated, whatever form they might take.
- e) A pupil found in possession of drugs, responsible for a theft or an act of violence can be summoned before the Discipline Committee. (see point 7: disciplinary sanctions).
- f) Any pupil who is caught in possession of drugs and/or alcohol in the school grounds will be called in front of a disciplinary committee.
- g) In the context of the project "Schola Sana", the school has introduced 3 procedures to follow in case of pupils in danger:
  - Awareness or assumption of a child in danger
  - Possession, sale, consumption of alcohol or drugs
  - Harassment, intimidation, extortion, blackmail, racketeering, physical, moral and psychological violence

The aim is to ensure a follow-up of reported cases of children in danger. These procedures are put in place by the school, but all actors or the school community are welcome to initiate any of them if they deem it necessary. Details on the procedures are available on the school website [www.euroschool.lu](http://www.euroschool.lu/site/pastoral-care/) under <http://www.euroschool.lu/site/pastoral-care/>

## 6- GENERAL DISCIPLINE

### 6-1- The behaviour of pupils must be correct and considerate. In this context:

- a) Eating, drinking and chewing gum are forbidden in classrooms and in the library; under certain conditions drinking water can be allowed.
- b) Smoking is forbidden in the buildings and everywhere on the campus of the schools.
- c) 6<sup>th</sup> and 7<sup>th</sup> year pupils are requested not to park in front of the main entrance.
- d) In order to help create a good working environment, pupils are not allowed to play ball in the corridors, to be there during lessons, not to run or make some noise.
- e) The teachers' staff room and the photocopy room are reserved for the use of school staff only.
- f) During break times, ball games are permitted on the places marked on the plan annex VI. During lesson time, pupils must not make a noise near classrooms.
- g) Lost and found property: Pupils are obliged to hand in found property either to the teacher in class or to one of the educational advisers. Such property will be placed in a box and can be collected by the owner from room B001 (for small valuable items) or room C007 (for clothes and larger items). Should the owner not claim the property by the end of the school year, it will be donated to a charity. Picking lost property with no intention to hand it in to the persons mentioned above can be considered as theft.
- h) **Students should dress appropriately at school. No hats or hoods are to be worn during lessons.**

### 6-2- Waste collection.

Waste should always be put in the right bin. Classes 1 to 7 take turns in helping to keep the school grounds clean. Principal class teachers or other teachers of a whole class will direct this activity according to a list drawn up at the start of each school year (clean School project).

**6-3- Costs for all type of vandalism (breakages, damage to buildings, fittings or furniture, graffiti, etc.) will be borne by the pupils responsible.**

### 6-4- School trips/visits:

participation in a trip implies the accepting and observing of elementary rules of good behaviour (politeness, punctuality,...). Any serious transgression can lead to the exclusion of the pupil concerned from future trips (a decision which will be taken by the Director) or, subject to the decision of the responsible teacher, the sending home of the pupil at the parents' expense.



**6-5- Pupils not belonging to the school who wish to participate in lessons for a day must be obtained permission beforehand from the Assistant Deputy Director after filling the appropriate form.**

**6-6- Display of posters, publication and distribution of documents (texts, revues, communications, advertisements, messages and documents circulated electronically...) are authorised provided they have received the formal approval of the Director. Display of approved posters can only be carried out in designated places.**

**6-7- Please note that special regulations for the Library, lockers, organisation of dances and other social events, Physical Education lessons and the ICT charter are distributed separately.**

## **7. INTERNAL RULES CONCERNING MOBILE PHONES**

The use of mobile phones\* is forbidden inside secondary school buildings (classrooms, corridors, stairwells, toilets, library, cafeteria, canteen) for all secondary school pupils in accordance with the arrangements described below. The use of phones **and the carrying of mobile phones** is prohibited in school for all pupils from S1 to S3. Pupils may bring their mobile phones to school but must leave them in their lockers as soon as they arrive and collect them before leaving school.

Only S4-S7 students will be allowed to use their mobile phones in their recreation rooms and outside areas. Outside the above-mentioned areas, phones must be switched off or put on " plane " mode. In classrooms, phones must be out of sight.

It is forbidden to photograph and/or film on school premises and to publish these images/videos. The right to an image is recognised for each member of the school community.

The following table summarises the mobile phone policy:

<b>Classes</b>	<b>Rules</b>
S1-S3	It is forbidden to carry a mobile phone. Put it down when entering the building and take it back just before leaving the building.
S4-S7	It is forbidden to use mobile phones in the building except in the recreation rooms and outside areas.

Exceptions may be made in certain duly justified cases and by decision of the Management.

If students need to contact their parents about an urgent matter, they should go to the counsellors' office. The advisor will then contact the parent from his/ her office.

Failure to comply with these rules will result in immediate sanctions.

### **Disciplinary measures for non-compliance :**

<b>First breach of the rules</b>	reprimand - mobile phone confiscated - returned to the pupil after the last lesson of the day
<b>Second infringement of the rules</b>	Confiscation of mobile phone - e-mail to parents to collect mobile phone. Oral warning from the educational advisers.
<b>Third infringement of the rules</b>	Confiscation of mobile phone - e-mail to parents to collect the mobile phone. Written warning from management
<b>Fourth infringement of the rules</b>	Confiscation of the phone - e-mail to parents to collect the mobile phone. Exclusion for one day (which may be included in the school)
<b>A fifth or subsequent breach of the rules</b>	may result in a Disciplinary Board meeting. Disciplinary measures governed by the General Rules of the European Schools.

The school management, teachers, educational advisers, teaching assistants and the librarian have the right to confiscate pupils' mobile phones.

This regulation does not apply to the BYOD (Bring Your Own Device) programme used in classrooms from S5 upwards. The phone is not one of the tools accepted in the BYOD programme.

*\* By extension, any electronic device (tablets, screens, etc.) including a connected watch.*

## **8- DISCIPLINARY MEASURES**

**7-1- These are governed by articles 41, 42, 43, and 44 of the General Rules of the European Schools: See the annexe and the school website [www.euroschool.lu](http://www.euroschool.lu) or [www.eurisc.eu](http://www.eurisc.eu)**

Detention:

Article 42: 1 to 7.

All detentions are well motivated and imposed after due consideration. They serve an educational purpose. Each pupil placed in detention will go to room B001 or E009 in order to complete the work imposed, which will be given to the pupil by the counsellor. Parents and the principal class teacher will be informed by letter and email. All disciplinary measures from detention onwards shall be entered in the pupil's personal file and kept for a maximum of 3 years. After 3 years, the detention in the student file is deleted.

### **7-2- Disruption of lessons, disturbances in the library**

- a) A pupil sent out of class must report to B001 or B003, accompanied by another pupil and with work set by the teacher.
- b) The dismissal will be recorded by the counsellor on duty and the completed work returned to the teacher's pigeon-hole.

## ANNEXE I – LOCKERS

- 1) Every pupil must have a locker.
- 2) Lockers are rented out by the school, whose property they remain. The rent is fixed and invoiced by the school.
- 3) Lockers are numbered, this information will be put on SMS and on the student card. **Pupils may not exchange lockers.**
- 4) Pupils must supply their own padlocks and are responsible for the state of their lockers. Any costs incurred in restoring lockers to a good condition (removal of stickers, graffiti,...) will be charged to those responsible. Access to lockers is allowed at the times displayed.
- 5) Dangerous materials and perishable goods must not be kept in lockers.
- 6) The school declines all responsibility for theft or damage concerning lockers.
- 7) For reasons of security, the school reserves the right to open a locker in the presence of the pupil concerned.

## ANNEXE II - ORGANISATION OF DANCES AND OTHER SOCIAL EVENTS IN SCHOOL

1. The Pupils' Committee will notify the Management, the technical staff and the security officer one month in advance of any proposed social event, disco or other function which they wish to be hold on the school premises.
2. The Head will give his permission in accordance with the rules and the committee's capacity to meet the requirements laid down. Having obtained the Head's permission, the Pupils' Committee will inform the Parents' Association, the caretaker, the canteen supervisor, the nurse and the teaching staff.
3. The Pupils' Committee accepts responsibility, as far as possible, for the organisation of the event and the behaviour of those admitted.
4. The Pupils' Committee accepts responsibility for the reimbursement of any costs incurred by the school for damage caused to premises or equipment.
5. The number of people to be admitted to any event will be agreed by the Head and the Pupils' Committee.
6. Entry to any event will be by ticket only, the tickets to be purchased at least 24 hours in advance.
7. For events where non-European School pupils are, by prior agreement, allowed to attend, the following regulations will apply:
  - admission will be by ticket only, and the guests' names, and those of their hosts, will be given to the committee beforehand.
  - **No pupil of the European School may bring more than one guest.**
8. One week before the event, the Pupils' Committee will confirm with the Head that the following safety measures have been observed:
  - a) Arrangements have been made with a security company for a sufficient number of security guards to be present.
  - b) The Pupils' Committee has made arrangements for two teachers at least to be present during the event.
  - c) The Parents' Association has given its agreement that two parents will be present during the event.
  - d) A first aid service has been organised.If the Director finds out that the above conditions have not been met, he is entitled to cancel the event.
9. There will be no smoking inside the school buildings, neither alcohol or drugs consume.
10. No alcoholic drinks or drugs may be sold or brought into the school premises.
11. The Pupils' Committee, together with those supervising, will ensure that all safety regulations are observed (e.g. concerning emergency exits).
12. There will be no admittance without a valid ticket. Students will be asked to produce an ID card. Guests will be admitted only if their names are included on the list drawn up by the Pupils' Committee.
13. No-one will be admitted who is under the influence of alcohol, or whose behaviour is considered unacceptable by those supervising, or who is carrying an offensive weapon.
14. Events organised by the Pupils' Committee on school premises are considered as school activities. Any pupil not adhering to these rules may be disciplined in accordance with the school rules.
15. The Pupils' Committee is responsible for ensuring that the participants know and understand these rules. Hosts are responsible for ensuring that this is also true for their guests.

16. Two weeks at the latest after the event, the Pupils' Committee will submit to the Head a statement setting out details of the financing of the event.

## **ANNEXE III - GUIDELINES FOR THE PHYSICAL EDUCATION (P.E.) LESSON**

### **1. General rules**

Physical Education (P.E.) teachers insist that pupils should respect these rules, so that a high quality of teaching may be offered and as a result, convince pupils of the importance of P.E. lessons.

#### **1.1. Excuses**

No more than three written excuses from parents during one school year will be accepted.

All written excuses must be given to the P.E. teacher at the start of the lesson.

An excuse is valid for a period of one school week, in years 1-3, after which time a Medical Certificate will need to be submitted (see 1.2.).

Girls may be exempted from swimming due to their period once a month; however presence at the pool side is obligatory.

#### **1.2. Medical certificates**

Only a medical certificate which states clearly that a pupil should not do sport will be accepted.

Certificates must be given to the P.E. teacher at the start of the lesson.

Pupils with a certificate exempting them from swimming may participate in a parallel P.E. lesson, if possible.

Pupils in classes 1-5 have to be present during P.E. lessons, even though they have a medical certificate, unless this lessons takes place at the beginning or end of a school day.

Students in years 6-7 can be given permission to study in the Library, or with the agreement of the school management, be allowed to go home.

Serious medical conditions (e.g: Asthma, Diabetes, etc) should be declared in writing to the school authorities at the beginning of each academic year.

Exemptions from participation in the P.E. lessons for at least one term are subject to the provisions of Article 31, paragraph 3 of the General Rules of the European Schools on the basis of a medical certificate attesting the physical impediment. The certificate must be given in advance to the administration (pedagogical advisors) who will inform the teacher.

#### **1.3. P.E. Lessons outside the school grounds**

First year pupils are accompanied to and from sports facilities outside the school grounds. The P.E. teacher will fix a meeting place with the pupils.

All other years or groups should meet their P.E. teachers at the "Blue Gym" (complexe sportif), the Hall G or *La Coque*.

## **2. During the P.E. lessons**

### **2.1. Equipment and clothing**

Suitable sports clothing is required for all lessons:

- shorts, tights, or tracksuit bottoms. T-shirt. Clean indoor sports shoes for indoor activities.
- swimming shorts, bathing suit, and swimming cap.

Pupils not participating in the swimming lesson have to wear shorts and a T-shirt while at the swimming pool.

Pupils who forget their sports clothes must watch the lesson while seated on a bench, but may not participate. They may be asked to help the teacher with some tasks (e.g. as a referee, etc).

Pupils are not allowed to forget their sports clothes more than once per term (for years 1-3) and more than once per semester (for years 4-7).

### **2.2. Behaviour during P.E. lessons**

It is forbidden for pupils to:

- wear watches, rings, earrings, necklaces or other jewellery.
- eat or chew chewing gum.
- drink (they may be allowed to drink in the changing rooms during small breaks).
- use any form of electronic equipment (e.g.: MP3 player, iPod, mobile phone). Mobile phones must be switched off during lessons.
- leave the lesson without the permission of the teacher, e.g. go to the toilet or the locker room.
- deliberately damage P.E. equipment. Pupils may be held liable for expenses incurred in replacing such items.

In view of past experiences, pupils are strongly advised not to bring any valuable item (jewellery, mobile phones, money, etc) to the P.E. lesson. All efforts will be made by the teachers to restrict access in the changing room during the lessons of E.P., but it is the pupils who have the responsibility for their valuables which, as a safer place, could be kept in the personal lockers.

### **2.3. Marks and assessment**

Class 1–3: Mark based on: Participation, progress, work attitude, tests

Class 4-7: Mark A based on: Participation, progress, work attitude  
Mark B based on: Tests

### **2.4. Information on sport activities**

All information about sport activities is posted on the notice board in sports corner of the A building next to the library.

For any further information, pupils may contact their P.E. teacher.

In any case, at the beginning of each school year, the P.E. teachers will inform their pupils of the various sport events and competitions planned for the year.

## **ANNEXE IV - ICT charter for the European School of Luxembourg 1**

### **1. General**

The use of the School computer account requires compliance with points 2 and 3 below and the electronic computer charter that appears after connecting to a computer.

All relevant information about your computer account and related services are issued by the class teacher, and should be retained for the school year.

### **2. ICT Charter for the European School of Luxembourg 1**

#### **Password**

I will use a password of at least 8 characters containing both letters and numbers, and will not tell anyone else what my password is.

#### **Proper usage**

I will neither eat nor drink in the ICT rooms, in the library or near any computers. I will look after the equipment, and will not damage anything or take anything away. If I damage anything, then my parents will be responsible for the cost of any repairs. In the library I will work in silence, restrict the time spent on the computers by an assiduous work and only use the library computers for school related work.

#### **Disk Quota**

I will not store more than 1Gb of data in my personal folder (drive Z:\). I will use my OneDrive space to share my data with others or to use them at home.

#### **Programs**

I will store only those programs authorized by my teacher, or periscolaire instructor, in my personal folder.

#### **It is forbidden to store:**

- any music files, either mp3 or other format protected by copyright
- any games, even demo versions
- any video files protected by copyright
- any peer to peer downloading programs

#### **Use of the Internet**

I will use the internet only for the purpose of my studies, in a positive and responsible manner. I will not visit sites of a non-ethical nature, chat rooms or sites that my teacher considers unsuitable.

#### **Pirating**

I will be considered guilty of pirating if I have any of the following types of programs in my personal folder

- any program that attempts to act as an administrator in order to give me access to data that I do not have the right to access.
- any programs that compromise the security of the school ICT system (workstation, servers, any web services or applications (ex. SMS-MySchool, Office365, [www.euroschool.lu](http://www.euroschool.lu), moodle...)), for example port scanners, password crackers, password stealers, Trojan horses, etc.
- if I get round the web filters by any means.

If I am found guilty of pirating, I am aware of any possible sanctions as stated in the General School Rules, in particular articles 41, 42, 43 and 44.

#### **Wireless Access**

I have access to the Wireless network if I am 13 years old at least, and in S4 level. I should not:

- Cause annoyance, inconvenience or anxiety to others. Examples would include abusive or offensive Emails.

- Access, or attempt to gain access to, computer systems, data or resources to which you are not authorised. Only use those resources that you have permission to access.
- Provide network services (such as DNS, DHCP, Bootp or other such services that may interfere with the normal running of the network). In general, this applies more to students running versions of Unix, such as Linux, etc., but versions of Windows can also sometimes provide some of these services.
- Provide access to other users (for example by connecting a hub or modem to a wifi-networked PC, or by sharing an internet connection on my smartphone, or by passing on your username and password to a third party).
- Access network services in such a way as to deny reasonable access to the network for other users, for example, by excessive use of network bandwidth. This could include the use of personal web or FTP servers, or file-sharing software.
- I will use the internet in a positive and responsible manner. I will not visit sites of a non-ethical nature, chat rooms or sites deemed unsuitable.

### **E-mail address**

Only the school e-mail address is allowed to be used to send homework, presentations, etc you must use your school address (“@student.eurasc.eu”) by logging on <https://office365.eurasc.eu> . All the documents should be converted to a format which is compatible with Microsoft Windows, Microsoft Office and/or Adobe PDF Reader.

### **3. Anti-cyber bullying policy**

I will not do any of the following actions:

#### Instant Messenger

Send nasty messages or content.

Use someone else’s account to forward rude or mean messages via their contacts list.

#### Chatrooms and Message Boards

Send nasty or threatening anonymous messages.

Be part of a group that picks on or bullies an individual.

Make friends under false pretences – people pretend to be someone they’re not in order to get personal information that they can misuse in a range of ways – e.g. by spreading secrets or blackmailing.

#### Email

Send nasty or threatening messages.

Forward unsuitable content including images and video clips, or send computer viruses.

Access someone else’s account, e.g. to forward personal emails or delete emails.

#### Social Networking Sites, Instant Messenger, Snapchat, Instagram, forums,...

Post nasty comments, humiliating images / video.

Access another person’s account details and send unpleasant messages, delete information or make private information public.

Be part of a group that picks on an individual by excluding him.

Create fake profiles to pretend to be someone else, e.g. to bully, harass or get the person into trouble.

#### Video Posting Sites (eg YouTube)

Post embarrassing, humiliating film of someone.

#### Code of Conduct:

1. Always respect others – be careful what you say online and what images you send.
2. Think before you send – whatever you send can be made public very quickly and could stay online forever.
3. Treat your password like your toothbrush – keep it to yourself. Only give your mobile number or personal website address to trusted friends.
4. Block the bully – learn how to block or report someone who is behaving badly.
5. Don’t retaliate or reply!
6. Save the evidence – learn how to keep records of offending messages, pictures or online conversations.
7. Make sure you tell an adult you trust or the provider of the service; check the service provider’s website to see where to report incidents;

8. Finally, don't just stand there – if you see cyber bullying going on, support the victim and report the bullying. How would you feel if no one stood up for you?

Any breach of the principles laid out in this ICT Charter will be subject to sanctions as foreseen by the “Rules for the secondary school” and the “General Rules of the European Schools” (in particular articles 41-42-43-44).

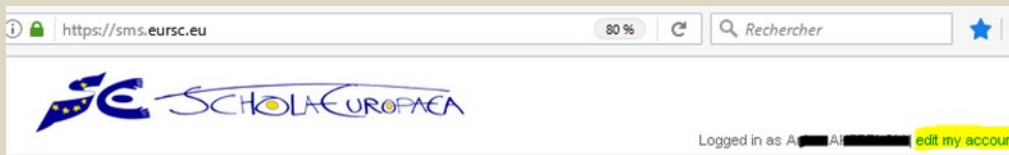
#### 4. WiFi

I have access to WiFi student (SSID = Euroscool) network if I have at least 13 years of age, from level S4, from my PC as part of the BYOD project, subject to :

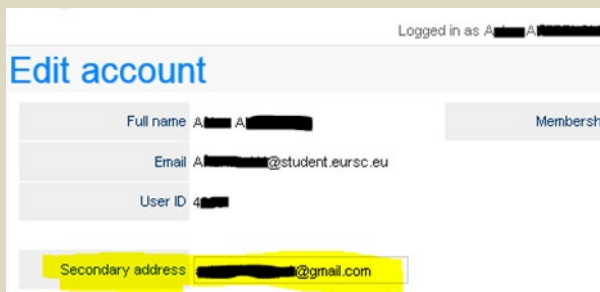
- Compliance with points 1 to 3 above. You will therefore have to connect to a school computer, read and accept the IT policy.
- No over-loading of the network. In case of network congestion, flow WiFi “4us” may be reduced or blocked.
- No sharing of the password with another student. Each device should be used by one student alone. I can only use WiFi on my smartphone in the student break rooms and outside. Once in class, WiFi must be deactivated.

#### 5. MySchool-SMS GATEWAY

Will login to SMS MySchool, sms.eurasc.eu, and Office365, office365.eurasc.eu, regularly as indicated by my teachers, daily if required.



In “edit my account”, I check that my secondary email address is working (I can read my emails).



If I have forgotten my password for <https://office365.eurasc.eu> or <https://sms.eurasc.eu>, I will retrieve the needed PINCODE to renew my password in the mailbox of this secondary email address.

If I do not have a personal email address, my parents can use their own.

#### 6. Combatting plagiarism

My teachers can now check that my work is my own and not copied and pasted from the Internet. If I use a passage of an author, a part of an article or a review, I have to explicitly cite my sources.



ANNEXE V – PLAYING AREAS

