



# House Rules of the European School Frankfurt

### **§ 1 Scope of application**

1. These House Rules apply to all persons entering the ESF premises. These are contractors ( 'Contractors') as well as their directors, agents, staff, free-lancers and subcontractors (collectively referred to as 'External Staff') and other persons ('Visitors').
2. For Contractors, the House Rules form an integral part of the contract with the ESF. The contract may specify different conditions which shall apply.
3. Individual departments within the ESF may specify these House Rules and may issue further guidelines and instructions regarding behaviour on the ESF premises.
4. Contractors shall comply with and ensure that their External Staff comply with these House Rules and any additional guidelines and instructions issued by the ESF department for which they are working.
5. In cases of minors visiting the premises, the accompanying adult shall ensure compliance with the House Rules.

### **§ 2 Access to ESF premises; badges**

1. In order to access the ESF premises, a badge is required.
2. Visitors may need to undergo a security screening before entering the premises.
3. ESF employees receive an ESF employee badge.
4. Badges are for personal use only and are to be worn visibly at all times. In case of loss, the holder of the badge shall inform the ESF Security at (069) 928874-888 without delay.
5. Secondary school pupils receive an ID card, which must be shown on request.

### **§ 3 Security clearance**

1. External Staff required to perform duties and tasks on behalf of the Contractor on the ESF premises and who to this end need to move about freely and unescorted, shall wear a visitor's badge. The issuance of such a badge may be subject to prior security clearance.
2. The ESF may, within a reasonable time after receipt of the required documents, conduct a security clearance check for each External Staff in accordance with its security clearance rules and inform the Contractor about the decision taken.
3. The ESF reserves the right to refuse access to the ESF premises to External Staff for whom no security clearance has been given.

### **§ 4 General security rules, domiciliary right**

1 All persons on the school premises shall comply with the following security rules:

- Follow instructions issued by ESF Security.
- Do not bring or use any of the following on ESF premises:
  - dangerous or prohibited items, such as explosives, weapons or drugs;
  - animals;
- Do not use an open flame.
- Do not smoke on the school premises;
- Do not consume intoxicating substances;
- Do not photograph or film any security installations.
- Do not leave valuable personal belongings unattended. Any loss or suspected theft of ESF or personal property shall be reported to ESF Security

immediately. Lost and found items shall be reported or handed in to Security.

2. ESF Security may issue further guidelines and instructions to ensure security and safety on the premises. All persons on the school premises shall comply with such guidelines and instructions as communicated to them.
3. In case security rules are breached, the ESF may make use of its domiciliary right (Hausrecht). This right includes refusal of access to the ESF premises, restriction of movement within the premises and expulsion from the premises.

Exceptions to the above rules must be approved by the management.

### **§ 5 Emergencies**

1. In case of an emergency, sudden illness, injury or accident, External Staff and Visitors shall call ESF Security at (069) 928874-888. No emergency calls should be placed directly to the police, fire brigade or external medical services.
2. In case of an emergency all persons on the school premises shall follow the instructions broadcasted via the public address system.
3. In case of a crisis situation affecting access to the ESF premises, External Staff should call Security for further guidance (069) 928874-888. Visitors should follow the guidance provided by their ESF host.

### **§ 6 Use of ESF equipment; parking facilities**

1. External Staff and Visitors shall use the rooms, facilities and equipment made available by the ESF solely for the fulfilment of their duties or for the purpose of their visit and treat all facilities and equipment with due care.
2. External Staff and Visitors may use the visitor parking facilities after receiving permission from ESF Security.
3. If External Staff carry out technical work on the premises, they shall comply with the applicable German regulations on health and safety at work.

### **§ 7 Use of ESF IT facilities**

1. If access to ESF information technology (IT) facilities is granted such facilities solely shall be used only for the fulfilment of duties or for the purpose of the visit and all facilities shall be handled with due care.
2. When using ESF IT facilities, External Staff shall comply with ESF requirements and obligations after consultation with the IT department. External Staff shall, in particular:
  - Observe the rules on the use of their personal user identification and the secure use of their workstation and the information therein.
  - Comply with rules on the protection and regular change of assigned passwords, as well as protection of other security devices and tools (e.g. encryption keys and smart cards).
  - Do not use the IT facilities to annoy, harass, terrify, intimidate, threaten, offend, or bother any other person or to conduct illegal activities.
  - Do not introduce, access, store, distribute or display inappropriate material or access inappropriate websites or pages containing material which could adversely

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affect the ESF's reputation (e.g. related to racism, pornography, violation of human rights, etc.).

- Respect the rights and property of other users and third parties and comply with relevant legal requirements (intellectual property, copyrights, software licenses, etc.).
- Do not duplicate or install any software unless authorised to do so.
- Do not connect any non-ESF laptop or workstation to the ESF network.
- Do not use any unauthorised USB storage devices to store ESF-related data.
- Do not download data from unauthorised sources.
- Do not initiate any actions that may be interpreted as legally obligating the ESF to third parties through such actions as ordering goods and services via e-mail, joining chain letters or accepting 'get rich quick' offers.
- Do not open any suspicious e-mails or download any software or documents from the internet unless explicitly requested to do so by ESF staff.
- Do not forward ESF internal mail automatically to other external mailboxes. (Note that manual forwarding is subject to confidentiality rules.)
- Do not publish detailed information about tasks or responsibilities at the ESF and refrain from making statements about personal opinions or beliefs which may be perceived as statements representing the ESF on websites which are accessible to the general public, including private homepages or social network sites.
- Use an ESF e-mail account (if possible) for ESF-related communication. Internet tools such as instant messaging portals, shall not be used.
- Do not exchange or store ESF-related information on unauthorised internet storage services.

3. If persons are entrusted with an ESF laptop, they are personally responsible for its physical and technical security at all times. To protect the laptop, External Staff shall comply with the following rules:

- A carry case shall be used during travel to minimise damage during transport. The laptop shall not be left unattended.
- The laptop shall be locked using a physical lock or stored in a locked cabinet when not in use.
- The attached identification labels shall not be removed.
- The screen shall be locked or the currently logged-on user shall log off when the laptop is not in use. Verify that the screensaver is functioning properly.
- All users must avoid the risk of shoulder surfing. Keep passwords secret and ensure they are ESF policy compliant. Passwords shall not be written down and stored with the laptop.
- Transfer data from the laptop to another PC only with a USB stick provided by the ESF.
- Close all connections to other networks when accessing the ESF network remotely and whenever possible, use ethernet cable connections instead of wireless connections. Encrypted WPA2 wireless connections shall be used when no cable alternative is available.
- The laptop shall be brought back to the ESF and connected to the ESF LAN every month in order to implement security updates, or when requested by ESF IT. This opportunity shall be used to save all documents created or updated offline on the laptop.
- The installation and set-up of the laptop may not be changed.

4 All ESF IT users shall promptly report any incident related to the use of IT equipment to the ESF department for which they are working or ESF IT at

069) 928874-19 or -29. They shall not seek to conceal such actions or to rectify such incidents themselves.

#### **§ 8 Use of telephones and fax equipment**

If External Staff have a work space at the ESF, they may use the telephone facilities and fax equipment for the fulfilment of their contracted duties. The use of such facilities for other purposes is prohibited.

#### **§ 9 Storage of documents; confidentiality**

1. External Staff shall store and record any information, data or documents in accordance with the instructions given to them by ESF staff.
2. External and ESF staff shall treat in strictest confidence and not divulge to unauthorised persons any information, data or documents concerning the ESF, its staff, the contract or any , 'Restricted', 'Confidential', or 'Secret' information as designated as such by the ESF either orally or in writing, or which a reasonable person would consider to be confidential. Confidential information shall only be used for the purpose for which it was disclosed and shall not be used or exploited for personal benefit or for the benefit of any other person.
3. External Staff shall not reply to requests from the media or other external parties and shall forward any request for information or documentation to the ESF department for which they are working.
4. Documents classified as confidential shall be stored in locked cabinets or containers.
5. External Staff shall not take confidential information outside the ESF premises and shall not forward it by e-mail, fax or any other means to any external party unless explicitly authorised to do so. If, exceptionally, External Staff are authorised to take confidential information outside the ESF, they shall take all reasonable measures to ensure that unauthorised persons do not obtain access to such documents.
6. Confidential information shall be disposed in shredders only. ESF staff can provide information about shredders on the premises.

#### **§ 10 Leaving the ESF**

1. If External Staff leave the ESF or change jobs within the ESF, they shall inform their contact person in good time before their last day so that electronic data (files on the users' local and network drives and e-mail folders, etc.) can be preserved.
2. External an ESF staff shall return all items received from the ESF( if any), including their security badge, keys, books and IT equipment.

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