

Rules for the use of the computer facilities at the European School Frankfurt

1. Scope

The following rules apply to all pupils using the computer facilities at the ESF. These rules are an integral part of the latest version of the school rules which are displayed on the school notice board and can also be downloaded from the internet.

All users will be informed of these rules. Pupils and, in the case of minors, their parent/guardian shall sign the attached slip in acknowledgement of having read and understood said rules. This is a prerequisite for using the school computers.

2. Rules for using a computer

2.1. General conduct

- Users shall observe supervisors' instructions when in the computer rooms.
- Eating, drinking and smoking are generally prohibited in the computer rooms.
- Copying data, changing the set-up and configuration of the workstations and network, as well as tampering with the hardware, are strictly forbidden.
- Data produced while using a workstation may be saved on the user's allocated memory space on the network. Data that are saved locally on the computers will be deleted automatically.
- Only software that has been approved by the school Director can be installed and used on the school computers. Chatting, playing games, etc. are not allowed.

2.2. Passwords

All pupils will be given an individual user ID for which they must choose a password in order to be able to log on to the school's computer network. In some cases, the individual user account (hereinafter referred to as the "Account") will have to be activated before the computers are used for the first time. Pupils will not be able to work on the computers without a password and must log off when they have finished.

Pupils shall be held responsible for all actions carried out under their user ID. Passwords must therefore not be disclosed to third parties. Logging on with another user's password is forbidden. In the event that a pupil learns of another user's password, he/she shall inform the school immediately.¹

2.3. Interference with the set-up of the hardware and software

From day to day, a number of different people work on each individual computer. Every authorised user will be familiar with the equipment and will expect to be able to use it in the manner to which he/she is accustomed. Any interference, even if well meant, constitutes a change that may hinder and complicate the execution of usual activities. For this reason, the installation of unauthorised hardware and software is not permitted.

Changes to the set-up and configuration of the workstations and network, as well as tampering with the hardware, are strictly forbidden. External devices may not be connected to the computer or network. The use of personal CD ROMs, diskettes or other data carriers is also prohibited. Increasing the data traffic unnecessarily by sending or downloading large files (e.g. graphics) is to be avoided. Should users illegitimately save larger amounts of data in their allocated memory space, the school shall be authorised to delete said data.

2.4. Care of the computers

The hardware and software must be used according to the instructions. Any breakdowns or damage are to be reported to the person in charge of the computers immediately. Anyone who damages the equipment deliberately shall be liable for its replacement. The keyboards are particularly vulnerable to dirt and liquids. Users are therefore forbidden to eat and drink while using the school computers.

¹ In such cases, disciplinary action will be taken according to the guidelines prescribed by the school Director, teachers and administrators.

2.5. Data protection and data security

In carrying out its supervisory obligations, the school is authorised to save and monitor a user's data traffic profile. The school will only use its right of inspection in cases of suspected misuse, and for spot checks.

The software installed on the workstations and network is owned by the manufacturer and may not be copied or sold.

All data (including personal data and e-mails) saved on the workstations or network can be accessed by the network administrator at the ESF.

A user's right to the protection of personal data on the network from unauthorised access by third parties does not apply with respect to the ESF.

The secrecy of data transmitted via the internet cannot be guaranteed.

All reasonable efforts are made to keep the system free from viruses, but this cannot be guaranteed. Claims for damages sustained as a result of viruses may not be made against the ESF.

2.6. Forbidden usage

The provisions of, in particular, criminal law, copyright law and youth protection law shall apply. Downloading or sending pornographic, violent or racist material is forbidden. In the event that such material is downloaded by mistake, the application should be closed and the supervisor notified.

2.7. Use of information on the internet

Users may only use the internet access for school-related purposes. This includes an electronic exchange of information, which can be seen to be school-related from its content and address list. Owing to the way such information is disseminated, it is not filtered internally. Its sources are situated around the globe and are circulated by technical, and not content-related procedures. Should anyone be offended, degraded or feel abused in any other way by such information, he/she should discuss this with the originator.

Applications may only be downloaded with the school's approval. Copyright and rights of use, in particular, shall be observed when working with data downloaded from the internet.

The ESF shall not be responsible for material downloaded via the internet. Users may not use the school's name to enter into a contractual relationship or to register for fee-based online services without permission.

2.8. Sending information to the internet

If information is sent to the internet, this is done under the domain name of the ESF. Given the generality of the internet user and operator, any information that is sent can therefore be traced directly or indirectly back to the ESF.

It is therefore strictly forbidden to use the Account at the ESF to distribute information that may tarnish the reputation of the school. Information may only be published on the school's website upon approval by the school Director.

Copyright law, in particular, shall apply to external material. For example, digital texts, pictures and other information may only be used on the website with the permission of the originator. In such cases, the originator shall be named if he/she so desires. The originator's right to have his/her own picture published on the website shall also be observed.

2.9. Infringement

Users who make unauthorised copies of the software on the workstations or network shall be liable to prosecution under civil or criminal law.

Infringement of this code of practice may result in the loss of user authorisation for the network and workstations as well as disciplinary action. Misuse of the internet access, in particular, may lead to disciplinary procedures.