



2 September 2025

## MEMORANDUM

Ref.: 2025-08-M-2-en-1/AB

Orig.: EN

To: **The Directors  
The DPOs  
The IT Technicians  
All other staff members (OSGES & ES)**

From: **Andreas Beckmann, Secretary-General**

Subject: **ICT Charter for the European Schools**

Dear colleagues,

This MEMORANDUM provides in its annex the revised and harmonised ICT charter addressing the staff members of the European Schools, previously published in the memorandum 2022-01-M-2-en.

**Background:** The Task Force 'Preparation of the 2020/21 school year' provided, by the end of July 2020, a detailed analysis and a set of proposals and recommendations on how to prepare the 2020/21 school year (doc. 2020-07-D-9-en-2).

This analysis and the proposals and recommendations have been discussed at the extraordinary meeting of the Board of Governors on 31 August 2020.

The members of the Task Force underlined the need to revise existing ICT charters in the schools and to establish by the beginning of the 2020/21 school year a harmonised charter. This common charter would have to address, for example aspects of IT security, data protection and data privacy, intellectual property, cyber bullying and 'netiquette'.

During 2025, the IT Strategy Working Group revised the 2022-01-M-2-en document to promote responsible, secure use of IT resources by the staff of the ES, support teaching and administrative work as well as protect privacy, intellectual property, and respectful behaviour including when using Generative Artificial Intelligence.

The updated ICT Charter is the outcome of a consultation process including external and internal legal services of the Office of the Secretary-General of the European Schools (OSG), the OSG's Data Protection Officer, the Pedagogical Development Unit, the ICT Unit and representatives of the Directors, school's Data Protection Officers as well as other stakeholders.

The attached ICT Charter shall replace existing ICT Charters in the central office and in schools. However, the Director of a school may decide to add school specific elements, not contradicting with the general principles of the attached charter.

The schools are invited to put in place the revised ICT Charter at the beginning of the 2025/26 school year and to bring the revised ICT Charter to the attention of staff members.

The ICT Charter will be subject to a regular review.

A handwritten signature in black ink, appearing to read 'Andreas Beckmann', with a long horizontal line extending to the right.

Andreas BECKMANN  
Secretary-Genera