

# User Charter

The platform you are going to use is a secure digital environment offering a range of applications and content. Your profile (whether teacher, parent, staff, student or guest) will determine what you can access.

We have prepared this User Charter to make sure that everyone uses the platform reasonably and responsibly. It explains how you should behave and what you can and cannot do on the platform. It provides a summary of the main points from our Terms of Use, which is a much more detailed document.

Please refer to the User Charter applicable to you:



Students: please read the Student User Charter



Adults: please read the Adult User Charter

# Student User Charter

## Article 1

I can use a range of applications, such as the Mailbox, Blog and Multimedia Notebook. I agree to follow the law and respect my teachers and classmates when using these applications: this means respecting their privacy and not insulting them in any way. I will use clear and polite language at all times.

## Article 2

I am responsible for the things I write and say. I will not give out personal details about myself or my family (phone number, address, etc.). My activity can be monitored, to protect me and my classmates from any inappropriate use of the platform.

## Article 3

I agree to tell my teacher or school principal if I notice any content that is against the rules or receive any insulting messages.

## Article 4

I will not give anyone my login or password. If I think that someone has got hold of my password, I must immediately inform my teacher and set a new one.

## Article 5

I agree to follow these rules of use and understand that my parents could be held responsible if I break them.

# Adult User Charter

## 1. Access to the Service

All Users must agree to this User Charter in order to gain access to the platform. Minor Users need to get approval from their parent(s) or legal guardian before they can agree to the User Charter. The school decides which applications to make available to each User. It will base its decision on its technical resources and the educational objectives it has set. Users' access rights are personal and non-transferable, and are dependent on them remaining part of their school's educational community. Users must identify themselves, using their login and password, in order to access the platform. Users' login details are strictly personal and confidential and must not be shared with any third parties. Users are responsible for the use of their login details and must keep them safe. They agree to report any attempted breach, loss or irregular use of their login details to the person in charge of the platform. They must log off before leaving a computer unattended at any time.

## 2. Legal Compliance and Decorum

Users agree to abide by all applicable laws and rules of good conduct for digital communication and publication tools. In particular, this includes the laws on:

- literary and artistic property;
- data processing;
- privacy and image rights;
- human rights (i.e. Users must not send any racist, pornographic, paedophilic, abusive or defamatory messages and, more broadly, must not disseminate any illegal content).

## 3. Responsible and Ethical Use

Users are responsible for how they use the platform and agree not to deliberately disrupt its operation. They must maintain decorum and use the ONE services rationally and fairly, without saturating the resources or using the platform for any commercial or advertising purposes.

## 4. Monitoring

We are required by law to keep records of all connections to the platform (i.e. activity logs). These records may be consulted in the event of any breach or service error.

## 5. Non-compliance

If a User breaks any of the rules set out in this User Charter, we may impose various sanctions, including restricting their access to the platform.