

Adopted

Rules regarding technological equipment for pupils in Drammen municipality

The rules are an appendix to the rules of order for the primary and lower secondary school in Drammen municipality.

PURPOSE:

The rules shall:

- Provide guidelines for the use of the school's technological equipment (PC/iPad, software/apps, other ICT equipment).
- Prevent unintended and unwanted incidents in the municipality's digital arenas.
- Protect users and secure the pedagogical learning situation.

The rules apply to

- Use of the municipality's technological equipment, software, support tools or apps, regardless of where and when it is used.
- Publication of content and communication in the municipality's digital arenas.

Rights of the pupils

- The pupil's privacy shall be safeguarded by the school's employees and fellow pupils.
- The pupil is entitled to well-functioning technological equipment in the training and when completing exams, tests and other examinations.
- The pupil should gain knowledge about safe online navigation.
- The pupil is entitled to bring with him or her private data that the school no longer has the opportunity to take care of.
- The pupil shall be informed that the municipality's ICT department has monitoring, notification and tracking of the municipality's digital units.
- The school shall delete personal data pursuant to the applicable regulations.
- The pupil shall be informed that digital storage of data may be lost due to circumstances that are beyond the municipality's control, or when updating technological equipment.
- The pupils and parents/guardians shall be informed of the content of these rules by the school. The school shall ensure a good understanding of the rules.

Duties of the pupils

- The pupils are obliged to familiarise themselves with and follow the municipality's rules and the school's routines for the use of technological equipment.
- The pupil shall keep usernames and passwords secret from everyone else. If a password goes astray, an adult at the school must be notified and a new password generated.
- The pupil is obliged to treat technological equipment carefully, and handle it in a way that reduces the risk of damage or loss.
- The pupil must immediately notify an adult in the event of damage or failure of the equipment.

Rules

- I observe good netiquette, digital judgment and digital education.
 - I will not bully, scold or offend individuals or groups online.
 - I will not store, stream or distribute pornographic, racist, violent or extremist content, or material that violates Norwegian law or the school rules.
 - I respect copyrighted material, do not distribute or present copyrighted material as my own. I provide sources if I use images, texts, music, sound recordings or films of others.

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- If I am going to take and/or publish photos, sound recordings or film recordings of others, I must ask for the consent of the pupil(s) who will be participating. If the pupil is under 15 years of age, the guardians/parents must also have given the school consent to this.
- I follow routines and rules that ensure data security.
 - I follow up system alerts on technological equipment, and carry out the notified actions, e.g. updates. If I am unsure whether to click on or accept the instruction, I contact an adult at the school.
 - I do my best not to bring viruses or other malicious software into the municipality's units.
 - I do not install private software or software that could cause unauthorised access to the municipality's network.

Reactions

- Pupils who break the rules may be deprived of access to technological equipment and software for a period of time. This will not apply to absolutely necessary equipment and access for the pupil to be able to complete the training.
- Technological equipment used during exams can be checked before and after the exam in order to detect attempts at cheating.
- Use of the school's technological equipment that is contrary to Norwegian law shall be reported.
- All activity in the school's computer network is logged. When reporting to the police, the police can request access to data that can be traced back to the individual who produced the data.
- In case of breach of security settings and download of malicious software, all contents of the device will be deleted without warning, and the machine will be restored with approved factory settings.
- The pupil's parents/guardians are liable for damages to technological equipment as a result of negligence (carelessness) or intent (on purpose), cf. the Act relating to compensation in certain circumstances Section 1-1 and Section 1-2. Limited upwards to NOK 5,000. The claim for compensation will take into account the value and age of the equipment.
- Violation of rules for the use of technological equipment can also lead to sanctions in accordance with the school's general rules of order.