2019.09.01

Code of Conduct for the Internet and Social Media

Introduction

This Code of Conduct declares what is and what is not acceptable on social media and the Internet. The Code of Conduct applies to all pupils of the European School Bergen for the use of social media and Internet on mobile phones and other devices in school, in the classroom, during school trips, and to create awareness for the use of social media outside the school.

By social media, we mean the use of programs that allow online information searches, sharing and presentation. Common examples of this are Facebook, Twitter, YouTube, Snapchat, Instagram, WhatsApp and all similar programs and apps.

Rules for the use of the Internet and social media

1. We treat each other according to the school values. Therefore, cyber-bullying, negativity, stalking and threatening behaviour, or damaging the reputation of others is not acceptable.

2. Every person in the school community is responsible for what they put on social media, and are accountable. Also forwarding (for example, *retweeting*) are actions where you are accountable.

3. Make sure you know how social media apps work before using them, make sure the settings are correct, and you do not share more information than you intend. **Everything that is communicated via the Internet and social media remains traceable for a long time.**

4. Make sure you keep your passwords secret, and change them regularly.

5. When using the Internet and social media, we take into consideration the good reputation of the European School Bergen, as well as its pupils, staff and parents.

6. We help each other to be positive and sensible in the use of social media and we support each other to do this. If this does not work, we will ask for the help of a member of staff [teacher/mentor, Deputy Director or Director].

7. For pupils below S5, no pupil is allowed to use a mobile phone or any other personal electronic device in school at any time.

8. For pupils from S5 upwards, mobile phones can be used during breaks and in free periods.

9. During school trips, the trip leader makes the rules regarding the use of mobile phones (see the Residential School Trips and School Day Trips document).

10. We respect each other's privacy. When using the Internet and social media no information, photos or videos of others should be distributed without consent.

11. The Internet and social media are used only for positive purposes which reflect the school values. At school it is not allowed to:
    - visit sites, or download information and/or disseminate, racist, discriminatory, offensive or indecent material
    - hack and get access to unauthorized non-public sites or programs;
    - share information, photos or videos which are not intended to be spread further.
    - send fake reports or a fake name using a false identity
    - pursue or harass someone

12. If someone has information about any of the points above, this has to be reported to the Deputy Director or any staff member.

13. Making contact, following each other, or ' friending ', is a conscious choice which needs to be carefully considered. You must be sure that you know who the other person is.

14. If a group app for an event, for example, a school trip, is created by the trip leader, this group app may only be used for passing communication relevant to the trip. The trip leader will delete the group app after the event.

15. If these rules are not respected, this will be discussed first with the person concerned. In the event of a serious violation the Director of the European School Bergen will take appropriate action.