

## Regulations for the use of city-owned information technology equipment by pupils at schools in the City of Schaffhausen

All pupils attending from 4<sup>th</sup> to 6<sup>th</sup> grade in primary school and from 1<sup>st</sup> to 3<sup>rd</sup> grade in high school will be provided with a personal loaner (rental device). The rental device and the accessories supplied remain property of the City of Schaffhausen for the entire duration of the school career and must be returned in working order upon leaving the school.

We count and rely on a sensible and careful handling of the rental device and have listed the most important points in dealing with this device in the terms of use:

### Pupils' rights and duties: The pupils...

- use the rental device as a working tool in class according to the teacher's instructions.
- are obliged to comply with the applicable laws (in particular criminal law, protection of personality, data and copyright).
- are allowed to use the rental device for private purposes with the consent of their parents/guardians.
- are obliged to handle the rental device and accessories properly and with care and must ensure that both the device and the accessories will not get lost.
- bring the rental device to school with the batteries fully charged or, if the device will not be used at home, deposit it safely at school at the end of each school day.
- ensure that the rental device can be used at all times during class.
- are obliged to work with the software installed or provided by the school. It is forbidden to install any other software.
- use the rental device on the school premises only for school-related tasks and must comply with the respective house rules of each school.
- are not allowed to additionally label or mark the rental device and shall not remove any existing labels. In case a label falls off, they report this immediately to the class teacher.
- do not share the rental device itself or any passwords related to the device.
- are aware that racist, violent and pornographic content may not be accessed, stored or forwarded using the rental device.
- create and distribute recordings (images, audio, film) of other persons only with their consent.
- make recordings during lessons only upon being instructed to do so by the teacher.
- access social networks only if this has been explicitly permitted by the teacher.
- are obliged to give teachers and guardians access to their data at any time and to show what is stored on the rental device.
- also respect the rules of use determined at home by the parents.
- transport the rental device in a suitable bag (e.g. school backpack, rucksack) to ensure it is well protected.
- leave the rental device in their bag on the way to and from school; exceptions are defined by the teacher.
- must report immediately to the class teacher in case of loss, theft or damage of the rental device.
- back up and save their data on a regular basis. Data stored only on the device will be deleted in case of repair, replacement or return.

### The role of the city and the school: The city of Schaffhausen...

- finances the rental device and is the owner of the entire equipment including software and data.
- provides support for the school's own equipment and is responsible for warranty and repair processing. It does not offer support for private devices.
- ensures that the loaned devices are also protected outside the school network by a content filter\* and that anti-virus protection is installed.

\*.Content filters are used on the internet to check websites or e-mails with a programme and, if necessary, to block access to the content if it has been classified as inadmissible or objectionable.

- does **not** accept any responsibility for damage resulting from misuse, negligence and non-compliance with these regulations.
- uses various learning environments (digital teaching aids, Microsoft Office365, learning platforms) and ensures that the learning environments comply with data protection rules.
- reserves the right to restrict the use of the rental device.
- reserves the right to make a personal evaluation of logging data if there is a reasonable suspicion of misuse. Only the school authorities or the principal can order such an evaluation.

**The role of the teachers: The teachers ...**

- define the use of devices in the classroom and train pupils in the use of technologies and devices.
- have the right to review the content on the rental device at any time.

**The role of parents/guardians: The parents/guardians...**

- decide whether and how their child is allowed to use the rental device at home. Please find more information on this matter on the internet, e.g. on websites like [www.projuventute.ch](http://www.projuventute.ch) (Media & Internet) or [www.jugendundmedien.ch](http://www.jugendundmedien.ch).
- advantageously create rules at home regarding time of use and content to be reviewed.
- have the right to view all content at any time and have their child delete content, if deemed necessary.
- share the responsibility for the appropriate use of the device at home.
- are responsible for their children and their use of the rental device in the private sphere.
- must inform the class teacher of any damage or loss within 48 hours, stating the nature and cause of the damage or loss, and in the case of theft, enclose a police report.

**Liability**

- The legal guardians are liable for wilful damage to the IT infrastructure.
- Generally, private accessories may be connected to the rental device. However, these must be designated as compatible by the manufacturer of the rental device. The parents or guardians are liable for any damage caused by accessories not provided by the school.
- The City of Schaffhausen is not liable for any damage that may occur in connection with the rental device. The same applies to software provided by the school that can be installed on private devices (e.g. Microsoft Office365).
- When leaving school, the rental device (including all accessories) must be returned in the same condition as when it was received, taking into account normal wear and tear. If parts are missing or damaged, the parents or guardians must pay for the damage.

With our signature we confirm that we agree with the terms of use.

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First Name and Surname of the Child

.....  
Place, Date and Signature of the Child

.....  
First Name and Surname of the Parent

.....  
Place, Date and Signature of the Parent