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LA GARENNE
INTERNATIONAL SCHOOL

# COMPUTER RULES AND REGULATIONS

SCHOOL YEAR 2026-2027

IT DEPARTMENT

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# Computer Rules and Regulations

This document details all the IT rules and regulations that students and non-IT staff should be aware of. In addition, the IT Department has internal documents that cover rules that apply to IT staff, documentation on how IT in La Garenne is managed and general policies used by the IT department when making decisions. We use the term “Computer Rules and Regulations” when referring to this document. We use the term “IT Policy” when we refer to the set of internal IT documents and this document.

The Rules in this document apply to all students and staff who use IT resources at La Garenne: desktop computers, laptops, smartphones, tablets, smart-watches, games consoles, software, peripherals, servers, local network, wireless network, and Internet connectivity provided within the school’s premises.
La Garenne uses modern, reliable equipment to ensure that every student and every staff member has Internet access in every area of the school. La Garenne IT resources are used for educational purposes and communication with parents. Recreational use of these resources is acceptable as long as they do not overload the school’s network and do not violate current IT Policy. This applies to the full calendar year.

The School implements devices and software to control and monitor La Garenne IT resources used within the context of these Rules. The usage of all IT resources, as well as any information exchanged via the network may be randomly checked and analysed by members of the IT Department.
Students/staff members must respect all copyright regulations and laws. No attempt should be made to download music, video, software or any other copyright-protected materials from any resources without payment and/or authorisation. Voluntary research of inappropriate websites (pornographic, xenophobic, violent or racist content, etc.) is strictly prohibited.

Students/staff members must communicate in clear and correct language. No one is permitted:

- To attack someone’s dignity, integrity or sensitivity, via text messages, cyber-bullying, email, or provocative and unlawful images;
- To attempt to obtain another individual’s password;
- To hide their identity or to use a false one, whether fabricated or stolen;
- To reveal on the Internet their own home address and phone numbers, home address and phone numbers of staff members, students or parents.

Students/staff members are to take care of IT resources. They are not permitted to:

- modify/remove any configurations of devices that are put in place by the IT Department;
- eliminate data on the school network;
- interfere with system security.

Students whose computers are managed by the IT Department are not permitted to modify/remove certain configurations on their personal devices:

- Remove/Modify Management Profiles
- Gain administrative access to their device
- Remove/Change EFI/Firmware passwords put in place by the IT Department

IT equipment installed around the school is not to be displaced by non-IT staff. If a piece of IT equipment is no longer required at a location or is required at a different location, IT personnel are to be informed and it is for the IT department to allocate time and personnel to its displacement. At no time should non-IT staff displace IT equipment without informing the IT department first and getting approval to do so. This includes:

- Unplugging desktop computers/monitors/TVs/SmartBoards/network switches etc. from power
- Disconnecting devices from wired networks
- Disconnecting Video/Audio cables connecting desktop computers and Video/Audio devices

Necessary IT support for hardware and software will be provided. Devices scheduled for repair may have all of their data wiped. Students/staff are responsible for backing up their own data; however, the IT Department may assist in backing-up/restoring data from malfunctioning/broken devices.
This data will be compressed, encrypted and stored in a redundant, secure storage solution. The IT Department will not process this data in any way, other than in attempts to keep it safe and secure.
This data will be automatically deleted after 6 months for current students/staff and 3 months for students/staff who have left the school. At any point, the student/staff may request deletion of this data.
Any damage to student/staff devices, any loss or theft is at the owner's responsibility. Any damage to school-owned equipment is the responsibility of the student/staff using it at the time. If the equipment is damaged, the student/staff will be charged for its repair or replacement.

## Unsolicited penetration testing

(i..e. the exploitation of an IT system without the permission of its owner to determine vulnerabilities) may qualify as hacking and be sanctioned under Art. 143 bis of the Swiss Criminal Code (cf. "Hacking" above). This offence does not require an intent of unjust enrichment.

## Sharing access to school resources

It is forbidden to share personal access keys to school resources with anyone other than the person they are issued to. This applies to both the online and offline resources such as school accounts, SALTO access bracelets, network passwords, etc.
At no point in time should your personal account passwords be shared with another student or staff member. A similar policy is applied for sharing SALTO access bracelets and badges. If a student or a staff member has forgotten their access card/bracelet, it is forbidden to lend them yours. Instead you should accompany them to the door they need opened and open it for them. This is done to ensure that the key is not copied or stolen.

If this precaution is not taken and personal login credentials or physical access keys are shared, the person sharing assumes full responsibility for any damage caused.

Students are strictly prohibited from **using NFC devices or any technology** to copy or clone access cards, keys, or identification badges. Unauthorised access to restricted areas is a serious violation and will result in disciplinary action.

**Violation of these Rules will result in a definitive loss of access to IT resources and disciplinary action.**

# Computer Requirements

Every student in Year 2 to Year 13 studying at La Garenne must have a computing device available to them in every lesson, homework period and extracurricular activity. Availability of this device is the responsibility of the student. For definitions of such a device, see the requirements on the following pages.
If such a device is not available for any reason the school will provide a suitable alternative device for use by the student free of charge for the first 3 days. After this grace period, this service is subject to a charge (see IT Service Prices). The 3-day period gives the IT department time to contact the student's parents and propose options such as repair, purchase of a new computer etc. For more information see Borrower computers.

# Students from Reception to Year 1

Computers and iPads/tablets are not required for Reception or Year 1 students.

# Students from Year 2 to Year 9

- **Only Apple computers are permitted and supported from Year 2 to Year 9.**
  - macOS 13 Ventura or later is supported
  - Please refer to this link for OS compatibility on various Macs.
- Chargers for every electronic device (compatible with Swiss electrical sockets).
- A protective sleeve or a bag (neoprene if possible).
- Accounts on student computers should be set up as follows:
  - An administrator account (full administrative privileges) with the login "admin" for use by the IT Department.
  - A standard account for use by the student.
  - All account details and passwords are to be communicated to the IT Department at the start of the school year (see the IT EQUIPMENT FORM at the end of this document).
  - Students are not to know the administrator account details.
  - Computers are to be used by the student only and are not to be shared with a family member.
  - The administrator password will be changed by the IT Department and will remain secret until it is removed at the end of 3rd Term or in case the student leaves the school indefinitely.
  - Both accounts have to be set to **English or French interface.**
  - If this is not done the IT Department will have to contact the parents or bypass the passwords; parents will be charged for the time spent by the IT Staff (see "Computers and Prices").
- A USB drive (8GB or larger)
- Headphones/Earphones with a microphone
- If a device with USB-C ports is used, the student is required to have a USB-C to USB-A adapter.

## Obligatory Software

1. macOS 13 Ventura or later is supported
2. iMovie - Free on Apple AppStore
3. GarageBand with base sound package - Free on Apple AppStore
4. The Unarchiver - Free on Apple AppStore
5. Scratch Desktop - Free on Apple AppStore
6. Google Chrome - download link
7. LibreOffice - download link
8. Blender - download link
9. Gimp - download link
10. VLC - download link
11. Google Earth Pro - download link
12. Audacity - download link
13. ScreenSharePro - download link
14. Ultimaker Cura - download link
15. Krita - download link
16. MuseScore - download link
17. VEXcode IQ - download link

If the above software is not installed, the parents will be charged for the IT time. There is no charge for the software itself since it is all free. Software from the Apple AppStore requires the student to have an Apple ID. The IT Department is not responsible for the creation and management of a student's personal Apple ID.

# Students from Year 10 to Year 13

- **An Apple computer is generally required. However, with a signed contract, students in Years 10 to 13 may be allowed to use a different computer model instead of an Apple device.**
  Parents or legal guardians must sign the IT Administration of Student Computers Contract. If this is not completed, the same rules as for Year 9 (MYP 3) and below will apply.
    - **IT Administration of Student Computers Contract**
- Any computer that is able to fit the below requirements is allowed for Year 10 to Year 13 if the contract has been signed by parents.
  - Able to run Google Chrome
    - See OS requirements for computers here: link
    - For Chrome OS devices, must be able to run Google Chrome 149 or above
    - For Android devices, Android version 7.0 or higher and GMS services are required
    - For iOS devices, the ability to run iPadOS 14 or newer is required. For information on device support see this link
  - Ability to use Google Services
  - Ability to connect to 802.1x wireless networks
  - Have a webcam, microphone and speakers
  - Display size of at least 10 inches
- Chargers for every electronic device brought to the school (compatible with Swiss electrical sockets).
- A protective sleeve or a bag (neoprene if possible).
- Headphones/Earphones with a microphone
- If a device with USB-C ports is used, the student must have a USB-C to USB-A adapter

# Computer Rental

The school possesses several computers that can be lent to students if their primary computing device is not available for any reason. As per Computer Rules and Regulations, every student is to have a suitable computing device available to them during any lesson, homework period, activity, etc. For more detailed information about this see Computer requirements.

The borrowed device is lent to the school year student free of charge for the first 3 days, followed by a flat fee of CHF 20 per day. The 3-day grace period gives the IT department enough time to contact the student's parents and propose a solution such as purchasing a new computing device for the student or organising a repair of their device.

During the borrowing period, the person borrowing is fully responsible for the device. If the device is returned damaged or missing its original charger, the repair or replacement of the device must be repaid in full. The device must be returned to the IT office and handed to a member of the IT department, who will then note the device as returned in the system. If this is not done the daily charge will continue up until the device is returned. Simply leaving the device on the school campus is not sufficient.

# Permitted Software

New software has to be approved by the IT department prior to its implementation in the school environment. Software compatibility needs to be tested in different operating systems.

- Software to communicate with parents (e.g Skype, WhatsApp, WeChat, Telegram, etc.)
- Class resources software
- Translators
- A reasonable number of games only appropriate for the student's age
- Reading software (e.g. Kindle, etc)
- Cloud storage solutions (e.g. Google Drive, DropBox, Evernote etc.)
- Any software made available through the Munki Managed Software Centre managed by La Garenne IT Department.

*The above software is not obligatory and its installation or functioning is not the responsibility of the IT Department.*

# Forbidden Software

- Software that enables the download of music, video, software, etc from any resources without payment (e.g. YouTube downloader)
- Games that are not for the student's age (e.g Fortnite 12+, Call of Duty 17+, etc.)
    - If such games are installed, written permission from parents/legal guardian, the school's director and student's house parent must be provided in advance to the IT Department
- Torrent Clients (e.g. uTorrent, Qbittorrent, Transmission, etc.)
- Network settings changing agents (e.g. Hotspot Shield, HolaVPN, etc)
- Any VPN software
- Software or online services used to generate deepfakes, voice clones or manipulated images of members of the School community without authorisation.
- Uploading identifiable photographs, videos or audio recordings of members of the School community to public AI services is prohibited.

If the above requirements are not met the games/software will be uninstalled, parents/staff charged for the IT time spent.

# Smartphone and Tablet requirements

- English or French interface
- Protective case or folder
- Any software or applications installed on student devices should comply with the school's IT Policy and should be age-appropriate
- Possible software: Translators, reasonable number of games, reading software (e.g. Kindle etc), books archive, archive agent, Evernote, Dropbox, Google Earth and other mapping software, etc.

- Forbidden software: torrent download agents (e.g. Utorrent), network settings changing agents (e.g. Hotspot Shield etc), games that are not appropriate for the student's age.

If the above requirements are not met the games/software will be uninstalled, parents charged for the IT time spent, the student's houseparent informed and sanctions will be considered.

# Wearable Technology

The use of wearable technologies capable of recording, transmitting or generating content (including AI glasses, smart watches with cameras, smart rings and similar devices) may be restricted or prohibited in classrooms, boarding houses, changing rooms, bathrooms, swimming facilities and examinations.

Students must not use wearable technology to:

- record or photograph another individual without permission;
- create, transmit or receive unauthorised content;
- circumvent school safeguarding or examination procedures;
- generate or share AI-generated content involving members of the School community.

Any wearable device considered to pose a safeguarding, privacy or academic integrity concern may be confiscated pending investigation.

Failure to comply may result in sanctions under the Behaviour, Safeguarding and Academic Integrity Policies.

# Consequences for not following computer rules

If the IT requirements are not accepted, the students will not be able to use the school network or their devices.

The school has the right to confiscate any computer or device should the rules and regulations be broken or if the computer is used or treated inappropriately. Students are responsible for their own devices and may not lend them or share them.

Misuse of AI technologies involving members of the School community may be considered a safeguarding incident and may result in confiscation of devices, disciplinary action and referral to external agencies where appropriate.

# Computer Rules During School Holidays

At the start of the school year, the IT Department sets up student devices and starts enforcing the school's IT Policy. During mid-term and half-term breaks as well as at weekends, parents and legal guardians are responsible for the enforcement of the school's IT Policy. During these periods, students are not granted administrative rights on their electronic devices, in order to avoid having to set up the devices again as at the start of the school year.

As the end of the school year approaches, the IT Department will dedicate time to take student devices, class by class and remove all the restrictions. This does not mean that the school's IT Policy no longer applies. Until the student leaves the school for the summer holidays, the student should keep following all the rules detailed in the IT Policy.

If the student leaves school early, the parents are to inform the school in advance in order to allow time to remove all the restrictions from the student's devices.

# School Email

The school account is a professional email account (@la-garenne.ch). Students/Staff should treat their school accounts the same way they would treat a future account assigned by their employer, or by their university. Students are expected to continue to use their personal email account for personal communication with family and friends, while using their school email account for school purposes. This is exactly the same scenario students will encounter when they graduate and move to college or into the workforce. We believe it is important that our students understand and practise the difference between professional and personal communication over electronic means. Having a professional email account at school will facilitate this understanding.

## Sign in via Google Education

Unlike a personal email account, a professional email account is provided by La Garenne School to its members with the purpose of clearly identifying the origin of an email while facilitating collaboration among its members. A school email account bears the name of La Garenne International School as the issuer of the email account and provides the following benefits over a personal email account:

- It provides a verifiable means for official internal school communication. For example, we send copies of important notifications to the student's official email address.
- It allows recipients of your emails to easily identify the origin of the email and associate it with the issuing institution's name. For example, universities see emails coming from an educational domain more favourably than emails from a generic domain (gmail.com, hotmail.com, etc.) because they can clearly identify where the email is coming from.
- It makes it easier for people in the same domain to communicate. For example, teachers know the email address of their students. Students will not need to share their personal email account with their teachers.

**School email accounts have additional benefits:**

- The school email account allows access to "Google Workspace for Education," which provides online file storage and the ability to share files safely and with ease between staff and students.
- The school email account is monitored. Communication between teachers and their students is more transparent when there is an official means of communication for school-related work and that channel is open for monitoring. We discourage teachers from establishing casual electronic communication with students over personal email accounts.

## Student Email, Google Services and Other Online Accounts Provided by the School

Starting from Year 2, students will be provided with a school email as required. This email is used to login to other online educational services provided by the school. It will also serve as an online office suite and cloud storage for the student's educational needs.

When a student leaves La Garenne, they may continue to use the school email address, although with limited access rights and functionality. Its main purpose is to maintain contact between the school and alumni students. The school might send out promotional emails as well as invitations to events.
If the account of an alumni student remains inactive for over 2 years, the account will be automatically suspended. We recommend setting up email forwarding from the school's account to a personal account in order to be informed if the account is about to be suspended. If you require any assistance in doing this, please contact the IT Department.

One year after the account has been suspended it will be automatically deleted. Students are to export all their data of interest (school work, emails, contact lists, files, etc.) from the school account if they are planning to keep it inactive for a prolonged period.

The school is not responsible for any data stored in the school Google Workspace account as well as any other school provided accounts. If an alumni student uses the account for malicious purposes, the school reserves the right to block access to that account.

# Productivity Suite and Document Compatibility

La Garenne uses Google Workspace as the only supported productivity suite (Gmail, Drive, Docs, Sheets, Slides, etc.).
The IT Department does not provide, license, or support Microsoft Office 365 applications (Word, Excel, PowerPoint) or Windows-only software.

Staff and students must create, collaborate, and submit work in Google formats (Docs/Sheets/Slides) or PDF.
If a document or feature is not fully compatible with Google Workspace, LibreOffice is installed on all La Garenne-managed staff computers as the official alternative for opening, editing, or converting Microsoft Office documents (.docx, .xlsx, .pptx).

If you choose to use Microsoft Office with a personal or department-funded license, IT can assist with basic installation only. Troubleshooting of Office-specific formatting/macros/plugins is out of scope.

# IT Service Desk Prices

| Computer Model | Price |
|---|---|
| • MacBook Pro 14” – M4 | Current price available on request |
| • MacBook Air 15” – M4 | Current price available on request |
| • MacBook Air 13” – M4 | Current price available on request |
| • MacBook Neo 13” – A18 Pro – 512 GB – Touch ID | Current price available on request |
| • MacBook Neo 13” – A18 Pro – 256 GB | Current price available on request |

**Please note:**
Due to frequent changes in computer hardware pricing, prices may vary from day to day.
If you are interested in purchasing a computer through the school, please contact the IT Department and we will confirm the current price before placing the order.

All computers are supplied directly by the IT Department as part of a complete package and are fully prepared for immediate use. This includes installation of all required software, configuration according to school requirements, setup of school Wi-Fi and accounts, and all necessary system updates. As part of the package, a La Garenne branded computer bag is included.

Prices listed are for base models. If a higher specification is selected, the final price will be adjusted accordingly.

# Other Fees

| | |
|---|---|
| • Work on computer/electronic device | CHF 200 per hour |
| • La Garenne Branded Computer Bag | CHF 50 |
| • Computer Rental fee | CHF 20 per day * |
| • USB-C to USB-A adapter | CHF 10 |
| • Other online purchases made by La Garenne | 10% of cost |

* The school may loan a computer should a student not have a computer. For the first three days, there is no fee. From the fourth day onwards there is a set fee per day (see above). The student is fully responsible for the rental computer. In case of loss or damage of the rental computer, the cost of repair/replacement will be charged to the student's account. This service is subject to availability.

# Google Workspace for Education

To parents and guardians,
At La Garenne School we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At La Garenne School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into online services with their Google Account, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and cannot do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you have read the notice and give your consent. If you do not provide your consent, we will not create a Google Workspace for Education account for your child.

**It is obligatory to have your permission in order to create an account for your child.**
If you do not agree with this, please email it@la-garenne.ch and direction@la-garenne.ch to indicate your disagreement about using Google Workspace for education at La Garenne prior to the start of the academic year. Students **who cannot use Google services** may need to use other software to complete assignments or collaborate with peers.

**I give permission for La Garenne School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.**

Thank you,
La Garenne IT Department

Full name of student _____

Printed name of parent/guardian _____

Signature of parent/guardian _____ Date: _____

# Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Gmail
- Currents
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault
- Etc.

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "**Additional Services**":

| | |
|---|---|
| • Applied Digital Skills<br>• Blogger<br>• Chrome Web Store<br>• CS First<br>• Google Bookmarks<br>• Google Books<br>• Google Cloud Platform<br>• Google Cloud Print<br>• Google Custom Search<br>• Google Data Studio<br>• Google Earth<br>• Google Groups<br>• Google Maps<br>• Google Messages<br>• Google My Maps | • Google Pay<br>• Google Photos<br>• Google Play<br>• Google Search Console<br>• Google Takeout<br>• Google Translator Toolkit<br>• Google Trips<br>• Individual Storage<br>• Partner Dash<br>• Play Books Partner Center<br>• Scholar Profiles<br>• Search and Assistant<br>• Socratic<br>• Third-Party App Backups<br>• Tour Creator<br>• Web and App Activity<br>• YouTube |

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice.

You can read that notice online at https://workspace.google.com/terms/education_privacy.html
You should review this information in its entirety, but below are answers to some common questions:

## What personal information does Google collect?

When creating a student account, La Garenne School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account.

**When a student uses Google services, Google also collects information based on the use of those services. This includes:**

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

## How does Google use this information?

In Google Workspace for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.
In **Google Additional Services**, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

## Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user's personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a Google Workspace for Education account.
Can my child share information with others using the Google Workspace for Education account?
We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

## Will Google disclose my child's personal information?

Google will not share personal information with companies, organisations and individuals outside of Google unless one of the following circumstances applies:

➔ **With parental or guardian consent**. Google will share personal information with companies, organisations or

individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.

- **With La Garenne School.** Google Workspace for Education accounts will be shared, because they are school-managed accounts that give administrators access to information stored in them.
- **For external processing**. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organisations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

## What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you do not provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the IT Department at it@la-garenne.ch. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. The link which you and your child can also visit while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account is https://myaccount.google.com.

## What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact the IT Department at it@la-garenne.ch.
If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Centre (https://www.google.com/edu/trust/), the Google Workspace for Education Privacy Notice (https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy (https://www.google.com/intl/en/policies/privacy/).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Data Processing Amendment (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html).

# IT Equipment Form

All electronic devices brought to the school are the responsibility of the student; La Garenne does not take responsibility for any device that a student may lose or damage. La Garenne IT Department recommends bringing only those electronic devices required by the school programme (please see the Computer Requirements section for more details). Configuration or repair of any device other than the primary computing device of the student is not the responsibility of the IT Department and will be charged at the standard rate to the student account as indicated in the IT Service Prices section.

The IT Department must be made aware of any electronic device brought to school. Please fill out the form below clearly indicating all electronic devices the student intends to use on school premises:

## Primary Computing Device:

**Must be compliant with the Computer Requirements**

Device Maker (Ex. Apple): _____

Device Model (Ex. MacBook Air M1 2020): _____

## Other Electronic Devices:

Please list all other electronic devices indicating the device maker and model bellow:

_____

_____

Thank you,
La Garenne IT Department

Full name of student: _____

Printed name of parent/guardian: _____

Signature of parent/guardian _____ Date: _____

# IT Administration of Student Computers Contract

La Garenne IT Department administers student computers as per Computer Rules & Regulations document. Students are not granted administrative privileges on their computers in order to stop them from accidentally installing malicious software rendering their computer unsuitable for classwork.

These rules are not optional for students in Year 9 and below. No student in these grades is allowed to have administrative privileges on their computer and must present all electronic devices to the IT Department for configuration. The primary computing device used in the classroom must be compliant with the Computer Requirements section of the Computer Rules & Regulations document for the age group in question. If a student wishes to install an application that has not been pre installed by the IT Department the student is free to come by the IT Department and if the application does not violate the Computer Rules & Regulations it will be installed. All computer configurations necessary for school work such as connecting to the school network are performed free of charge by the IT Department. Any other works on the computer that are beyond the scope of program installation and configurations required for classwork, including computer repair are charged at CHF 200/hour with prior allowance from the student's parents or legal guardians.

Students in Year 10 and above are considered responsible by the IT Department and can request to not have their computer managed by the IT Department. They are required to get this form signed by their parents or legal guardian. Unless the form is signed and provided to the IT Department the same rules apply as for Year 9 and below students. Once the form has been signed the student is responsible for managing their device. The student is then able to use any device that is suitable for classroom use; Please see Computer Rules & Regulations for clarification on computer requirements in the classroom. The IT Department is not responsible for any configuration or installation of software on the device. Students will be provided with credentials to use school systems as required, connecting their devices to school systems including the school network is the responsibility of the student. In case the student is not able to do so the IT Department can be of assistance, however, the student's parents will be charged CHF 200/hour.

By signing this document I confirm that _____ **(student full name)** is in Year 10 or above grade in La Garenne International School

I would like to grant him/her the right to administer their computer and accept that the La Garenne IT Department is no longer responsible for configuring it and keeping it functional for classroom use.

**Parent / Legal Guardian Details:**

**Full Name:** _____

**Signature** _____ **Date**: _____

EST. 1947

LA GARENNE
INTERNATIONAL SCHOOL

# STAFF / TEACHER SECTION

# Classroom Computers or School Laptops

Classroom computers/school laptops are configured with network accounts created for every teacher. Teachers are to use their respective accounts only. Passwords for such accounts are not to be shared with other staff members or students.
Although it is the responsibility of each staff member to make sure that their data is stored safely and backed up, the system is configured so that certain parts of the home folder (Desktop/Documents/Pictures/etc.) are stored on the school server and backed up regularly. In case any loss of files occurs, staff may request the IT department to attempt and recover it.

Classroom computers/teacher laptops also have 2 local accounts: one is used by the IT department for management, and the other is for teachers in case network accounts are unavailable for any reason.
The account used by the IT department is to be used by the IT department only and its password is not to be shared with anyone other than members of the IT department.
The account used by teachers is to be used by school staff and students with permission from school staff. Login credentials for this account are not to be shared with anyone not part of La Garenne.

The IT department reminds staff and students to remove their personal details and log out of personal accounts at the end of the session using a local account. This is because local account login credentials are shared and another student/staff member may gain access to data they should not have access to.
Any data stored on local accounts can be wiped at any point. Storing important information on local accounts in classroom computers is not recommended. Backing up this information is down to the user.

All software required for the educational process is pre-installed on classroom computers. If new software becomes a requirement, this is to be communicated to the IT department. The IT department will then take reasonable time to test software compatibility and its compliance with the IT policy. After that, the software will be installed on classroom computers. The IT department reserves the right to refuse the installation of any software that does not comply with the IT Policy.
Use of classroom computers is monitored and they should not be used for malicious purposes. IT equipment should be used with care and the user is responsible for not damaging it. At no time should any cables connected to IT equipment by the IT department be disconnected from it by staff other than members of the IT department. This includes unplugging Audio/Video cables, power cables, network cables, etc.

# Office Computers/Laptops

Most office computers are configured with a local account used by the IT department and a local account for every staff member using it. Some office computers are configured with network accounts created for every staff member as required. Staff are to use their respective accounts only. Passwords for accounts are not to be shared with other staff members or students.

If your office computer uses a network account, all regulations in Classroom computers apply. If your computer uses a local account, please read the regulations below. If you are not sure, please get in contact with the IT department. Not knowing which regulation you should follow does not free you from the consequences that would follow for breaking the regulations.

The IT department is not responsible for any data stored locally on office computers. It is up to the user to back up any important information securely in the appropriate location such as the school server, Google Drive or other locations approved by the IT Policy.

# School Provided Laptops

Some staff members have a laptop provided by the school. The laptop comes with all required software, a local account used by the IT department, a local account for the staff member using it, the NextCloud syncing tool that syncs data between the staff member's local home directory on the computer and the respective home directory network share on the school server.

All rules that apply to office computers also apply to the school provided laptops. Staff members are not granted administrative privileges on their school provided laptop and should consult with the IT Department if they need to install software that is not available through the Munki Software Centre managed by La Garenne IT Department.

When staff are given a school laptop, they must agree to its terms of use by signing the Teacher Laptop Agreement. Once that document is signed, the staff member is responsible for keeping the computer in working order and will be charged the cost of repair or replacement if the computer is returned damaged once the staff member leaves La Garenne.

# Borrower Computers

Borrower devices are mainly intended for student use, however, staff may request to borrow a computer for up to 1 day from the IT Department. However, this is only possible if enough devices remain available for students. If a device is required by a staff member for longer than 1 day, special permission needs to be requested from the Direction.

# E-Safety Statement

**La Garenne International School works with children and families to educate children from 4 to 18 years in Chesières, Switzerland.**

The purpose of this policy statement is to:

- ensure that the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices;
- provide staff and volunteers with the overarching principles that guide our approach to online safety;
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, students and anyone involved in La Garenne's activities.

**We believe that:**

- children and young people should never experience abuse of any kind;
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

**We recognise that:**

- the online world provides everyone with many opportunities; however, it can also present risks and challenges;
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online;
- we have a responsibility to help keep children and young people safe online, whether or not they are using La Garenne's network and devices;
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

**We will seek to keep children and young people safe by:**

- appointing an online safety coordinator and a member of the IT Department;
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults;
- supporting and encouraging young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others;
- supporting and encouraging parents and carers to do what they can to keep their children safe online by setting up parental controls on their children's devices, and reminding them of the dangers of their children 'meeting' people online or giving out details to strangers;
- developing an online safety agreement for use with young people and their parents/carers;
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person;

- reviewing and updating the security of our information systems regularly;
- ensuring that usernames, logins, email accounts and passwords are used effectively ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate;
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given;
- providing supervision, support and training for staff and volunteers about online safety, examining and risk-assessing any social media platforms and new technologies before they are used within the organisation.

**If online abuse occurs, we will respond to it by:**

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse);
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation;
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account;
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

## Staff School Email, Google Services and Other Online Accounts Provided by the School

After a staff member leaves the school, the school provided Google Workspace account will be suspended and the staff member will no longer be able to access it. Former staff members may send a request to the IT Department if they require access to data from their account. The request will be processed in a timely manner and temporary access will be restored so long as permission from the head of department previously responsible for the staff member is granted. Such a request can be filed a maximum of 3 months after the former staff leaves the school, after which we can no longer guarantee storage of former staff data. Once the staff member leaves the school, it is the responsibility of that staff member to export all the data from the school provided accounts and school systems. The IT Department will assist staff if they need help in exporting the data, however, it is the responsibility of the staff to export it and keep it safe.

All data of interest to La Garenne created by the staff member, while working for La Garenne has to be properly stored and transferred to another staff member as needed, before the account is deleted.

The IT Department puts in a great deal of effort into keeping staff data safe, secure and takes all the necessary steps to make sure no data is lost or corrupted. This is only possible if members of staff follow the IT Policy and follow the recommendations on data storage imposed by the IT Department.

# Staff/Teacher Laptop Agreement

La Garenne is pleased to be able to offer teachers a laptop computer for use in their classroom and for school business elsewhere.
This offers the ability to move the computer easily around the classroom or to be able to take the computer home to complete work for classroom projects.
Teachers who elect to use a laptop computer as their assigned classroom computer will need to agree to certain terms of use as outlined in this document.

**The terms of use are listed below:**

1. The laptop computer remains the property of La Garenne school, and is issued to employees for the purpose of conducting school business. It is intended only for the use of the school employee to whom it is assigned.
2. We would expect the laptop to be at school on scheduled workdays in order to receive administrative communications, upgrades and software updates, to take daily attendance registers and meet other requirements of the student records management system, etc.
3. The laptop computer may be taken home or to other locations after school hours by the employee. However, the employee is responsible, at all times, for the care and appropriate use of the laptop computer.
4. Each user who is assigned a laptop computer must be familiar with the school's Computer IT Rules and Regulations document available at https://www.la-garenne.ch/PDF/Computer_Rules_and_Regulations.pdf.
5. It is essential that the employee assigned a laptop notifies the IT Department immediately on it@la-garenne.ch if the laptop is lost or stolen.
6. Laptops which are damaged beyond reasonable wear and tear, or laptops which are lost, are the responsibility of the employee to replace at face value.
7. The laptop computer is configured to be used on the school network. The IT Department will not be able to assist you at your home in order to connect the laptop to other networks.
8. The laptop is issued to you in your current teaching position. If your role changes, the laptop may be reassigned to other teachers.
9. The laptop computer will need to be returned to the IT department from time to time to receive regular maintenance and upgrades. You will be notified when this becomes necessary.
10. Any and all educational information collected, stored or created on your school laptop shall not be deleted and will be retained as the property of La Garenne school.
11. Laptops must be returned immediately at the end of your contract.
12. School policies regarding appropriate use, data protection, computer misuse, health and safety must be adhered to by all users of the computer.

# Form to be completed by teacher requesting school laptop

If you have read and agree to the terms listed above and wish to be assigned a school laptop computer, please complete the information below and sign this agreement.

First Name: (Print) _____

Last Name: (Print) _____

Home Address: _____

_____

_____

Mobile telephone number: _____

Computer Serial Number:

Computer Make and Model:

Computer State:

Additional Equipment Assigned: Charger, carry bag USB-C to USB-A adapter, _____

_____

**I have received the equipment listed above and agree to the terms listed on this form.**

Name: _____

Signature: _____

Date: _____