



**Schola Europaea
European School of Brussels IV (Laeken)**

Teams Charter Secondary





Teams Charter

SECONDARY CYCLE

1. Respect

Pupils will interact **respectfully** and **politely** with teachers and other pupils online (no insults, no insubordination, no distasteful comments, spamming, etc.).

2. Language

Pupils will communicate in **full clear sentences**, especially when addressing the teaching staff. They are expected to treat these communications as **formal conversations** (no abbreviations, no text speech, use capitals and full stops, etc.).

Emojis: Should be used sparingly and only with a positive and uplifting intent.

Contacting teachers: The staff is keen to be available to respond to pupils' needs. However, teachers should be given reasonable time to respond as they may be involved in other classes or school related activities.

Reacting to Posts: Pupils must respond to other pupils or staff posts in a constructive and supportive way. **Speak as you would like to be spoken to!**

3. Privacy

Pupils will **not post their own personal data** or **those of any other individual** on any EEB4 online forum (address, phone number, bank details, etc.).

4. Cooperation

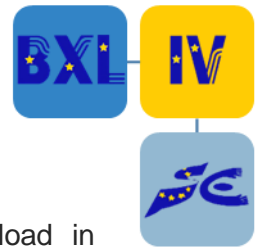
Pupils are expected to be **collaborative and supportive** of each other and their teachers while working on EEB4 online forums.

5. Video-conferences

Pupils are expected to follow the basic communication rules while videoconferencing: They must not delete pupils, cut off their microphone, mute teachers or tamper with the successful running of the conference. **Under no circumstance should pupils attempt to call teachers unless explicitly requested to do so.**

6. Uploading

Pupils will only upload material **specific to their courses** when so requested.



7. Ownership & authorship

Pupils are required to **reference** the author/origin of any resource they upload in accordance with **copyright and ownership regulations** (author link, reference webpages, etc.). Pupils may seek the assistance of one of the members of the educational team in that connection.

8. Safety

It is imperative that pupils feel able to use the EEB4 online forums safely. Any **misconduct including online bullying and harassment** towards any member of staff or pupil should be reported **immediately** to the educational advisor.

The management at EEB4 considers it a top priority to ensure the wellbeing of pupils and staff while using online platforms.

Pupils of the European School of Brussels IV must comply with the code of conduct outlined above as well as the School's Charter for use of IT resources by pupils while using EEB4 online platforms. Any pupil using these platforms is automatically considered bound by these rules.

Date

Signature parent :

Signature élève :