



The ICT rules for pupils in upper secondary school in the county of Sør-Trøndelag

The ICT regulations shall promote good interaction, good order and good work habits, and contribute to a stable and safe operating environment so that pupils in the county of Sør-Trøndelag shall have a good learning and working environment.

Section 1 Scope

- a. The ICT rules apply to all pupils in upper secondary schools in the county of Sør-Trøndelag (hereinafter STFK) and are in force at all times when a pupil uses STFK's ICT resources (networks, ICT hardware and software).
- b. The ICT rules also apply to the use of privately owned equipment and software while connected to STFK's computer facilities, as well as to software licensed by STFK and installed on privately owned equipment.

Section 2 Compliance with the ICT regulations

- a. The school is obliged to inform the pupil about the rules that apply for the use of STFK's ICT resources, and the pupil is obliged to read and understand the ICT rules governing the use of such resources.
- b. When allocated a user account, users of STFK's computer facilities must be issued a copy of these ICT regulations.
- c. Violation of the ICT regulations may lead to penalties pursuant to the general rules of conduct.

Section 3 User identity and password

- a. A user account is strictly personal. Lending a user identity or password to another person is forbidden. It is not permitted to acquire another user's identity or use it. If a pupil suspects or knows that another person has learnt his/her password, she or he is obliged to change it immediately.
- b. The school is not liable for any loss or damage due to the pupil's negligence in keeping the password secret.

Section 4 Using ICT resources

- a. STFK's ICT resources are to be used in the learning activities to help reach the competence goals. No private commercial activity is permitted while using any STFK account. Any use that occupies much bandwidth or disproportionate disk space must comply with instructions from the ICT manager.
- b. The software installed on STFK's computers and which through licencing agreements may be installed on privately owned computers is placed at the disposal of the user pursuant to the licencing conditions that have been stipulated by the copyright owners. It is forbidden to copy installed software. Exemptions from this rule only apply in cases where written agreements exist between STFK and the copyright owners.

- c. ICT resources may not be used in contravention of the copyright laws and rules.
- d. ICT resources may not be used to send threats, to harass or bully others, to spread pornographic or racist material or for other acts that are in violation of Norwegian law.
- e. Users of STFK's networks may not attempt to access equipment or resources they normally have no right to access.

Section 5 Rights and responsibilities

- a. The pupil has the right to have his/her personal information kept confidential when this data is connected to the individual pupil.
- b. STFK logs all traffic on STFK's network to administer the system in a responsible way, maintain security and ensure that all use is in accordance with the ICT rules in force.
- c. STFK will only disclose logs when so ordered by the courts or pursuant to a judgment or the law.
- d. The school or STFK personnel can request that a pupil must hand in a PC he or she has been issued for short periods of time for maintenance. If possible, pupils must be notified at the latest three days before the PC must be handed in. This only pertains to those PCs that are lent or rented to pupils by the school (STFK).
- e. The pupil must be informed about systems and software installed on his or her PC by STFK, regardless of whether the PC is borrowed/rented from STFK or privately owned.
- f. All pupil PCs must have standard setups for software (including antivirus software). As long as the user has the status of pupil, he or she may not change or attempt to change the setup or content of the PC. The ICT manager shall install the necessary software.
- g. The pupil must be informed by his or her school about storage alternatives and how to make backup copies. The pupil him-/herself is fully responsible for safeguarding all data stored locally on the PC, and is also responsible for making copies/backup copies of all data.
- h. The pupil must notify the school of any abuse, defects or other matters that may threaten network security.
- i. STFK shall have good procedures for security, stability and backup copying, but is not liable for loss of data or other losses caused by a disk crash, lack of backup copies or failure of ICT services.
- j. STFK is not liable for losses caused by violations of the ICT rules. STFK is not liable for loss of or damage to privately owned computer equipment.
- k. For tests, examinations or teaching where network access is allowed, STFK's network must be used by the pupil.
- l. STFK may demand that some programmes used during lessons must be installed on privately owned equipment. This includes necessary software or teaching aids/programmes that the pupil will need for learning purposes.
- m. Technical support and service will not be provided for the pupils' privately owned equipment.

Section 6 Compensation

- a. In the event of damage to or loss of STFK's ICT resources, STFK may demand compensation from the pupil if the damage is due to wilful intent or negligence.
- b. Compensation for loss of or damage to a portable PC a pupil borrows from the school is regulated by a separate agreement between the pupil and STFK.

Section 7 On leaving school

- a. Any material belonging to STFK must be returned. All software, documentation or data owned or lent by STFK must be deleted at the same time so it is no longer accessible to the pupil. Exemptions from this rule only apply in cases where a written agreement exists between STFK and the copyright owners.

Section 8 Special rules

- a. Each school may adopt additional regulations to apply in matters concerning special circumstances not covered by these ICT regulations. Such rules may not contravene the general rules, and they must be included in the general rules of conduct.