

Regulatory framework

of the Vocational College for General Industry, Housekeeping and Social Education of the district Siegen-Wittgenstein

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Part 1: House rules

All people at our school are responsible for a successful school life.
This requires mutual respect and tolerance.
For social interaction rules are very helpful.
They constitute the basis of our school life in the form of these house rules.

Basically, I treat all fellow human beings respectfully.

- I refrain from any form of violence towards them, be it emotionally or physically.
- I refrain from any kind of harassment.
- I let them speak out and don't insult them.
- I support them in times of difficulties and, if necessary, inform a teacher.

I respect the teaching time and support successful teaching.

- I comply with the teaching and break times.
- I bring the necessary learning material and carry out the assigned tasks.
- I avoid classroom disruptions so that everyone can learn and teach in peace.
- I follow the orders of teachers and other responsible persons.
- I do not eat during teaching time.
- I switch off mobile phones and other audio and video devices during teaching time.
- I follow the fixed rules in case of missing classes.

I show responsible conduct towards the school's institutions

- I keep classrooms, subject rooms as well as corridors and the school grounds clean.
- I treat facilities and furniture with care.
- I leave toilets in a clean state for the subsequent classmates.
- I help with environment-friendly disposal.
- I act in accordance with the fixed rules in my class.

I observe the general agreements, regulations and laws.

- I am aware that in case of leaving the school grounds in free periods or breaks there is no insurance cover.
- Alcohol and drugs are not dealt with nor consumed by me on school grounds.
- I follow the complete smoking ban existing on the entire school grounds.
- In the event of disasters, I quickly leave the building on the marked escape routes in the direction of the provided assembly points and stay with my class for checking the presence.
- I know that in the case of a violation of the house rules I can be urged from the teacher to visit the reflexion room in order to rethink my behaviour under supervision.
- I pay attention to my valuables, also and especially in the sports hall because in the case of loss the school assumes no liability.

In cases of conflict, I first contact the class leadership, then also the counseling teachers, guidance counsellors and the pedagogical head of department. Misconduct is being punished by means of appropriate disciplinary measures. Serious or repeatedly occurring infringements can lead to exclusion from our school.

Part 2: Usage regulations of the computer facilities in the “BK AHS” (abridged version)

The use of modern communication technology enables a far-reaching and quick information exchange. The use of this technique shall therefore always be carried out under the following aspects: respect and appreciation of the fellow human beings, attention to legal regulations, the knowledge of others' physical and intellectual property as well as the careful treatment of hardware-components

During the use of the school computers eating and drinking is not permitted.

The legal regulations, especially that of criminal law, copyright and the youth protection law are to be observed. If such contents are accessed inadvertently, the application is to be closed at once. Changes and manipulations of the installation and configuration of the workstations, the network and the hardware equipment are generally prohibited. Foreign devices must not be connected to the computer or to the network.

This excludes mobile data carriers like USB storage devices and mobile hard disks. These have to be demonstrably free from viruses and other system-destroying software as well as system compatible.

You have to follow the supervisor's orders for the protection of hardware and software. Disruptions and damage are to be reported to the person responsible for the computer use and maintenance immediately. Any person who causes damage, be it culpably or negligently, has to replace them.

Basically, internet access is supposed to be used for school purposes only.

Downloading applications is only permitted with the school's consent.

In the school's name neither contractual relationships may be entered into nor may you use fee-based services on the internet without permission.

During the further processing of data from the internet you especially have to respect copyrights or rights of use.

Users who unauthorisedly copy software from the workstations or from the internet or use prohibited contents are liable to persecution and can be prosecuted by civil or criminal law.

Sending and receiving emails is only possible within the scope of internet use.

Private email accounts must not be created on the computers and laptops. Outside school hours and within the media educational work a right of use can be granted. The decision whether, and if so, what kind of services can be used, is up to the school, with the participation of the school committees.

Working on the computer in all rooms of the „BKS AHS“ outside school hours is permitted for students under proper supervision only.

Infringements of this user rule can result in a withdrawal of the user authorisation, a visit of the reflexion room and further school regulation right measures in accordance with § 53 SchulG NRW. In the case of infringement of legal provisions, civil or criminal penalties can not be excluded.

Part 3: General terms of use -"siwiwissen"

Preamble

With the learning platform "siwiwissen", the vocational school "AHS" Siegen provides a complex software system which is supplied via the internet. "siwiwissen" enables the access to learning and teaching material through students that is independent of location and time. It offers possibilities for cooperation and communication in "virtual classrooms".

Furthermore, "siwiwissen" can provide a good support of the students' self-learning processes. It promotes the internet-based, cooperative, networked working and thereby supports creative and student-centered teaching and learning methods. Also, extracurricular partners like parents or training companies thus can simply become involved in school activities.

Another important system module is the possibility of a communication between teachers and students, for example via email.

In addition, it is possible to store personal school data from the local, pedagogical school network on "siwiwissen" (in a protected area that is only available to the student) and to access those via the internet (also from home). In principle, teachers and learners of the "BK AHS Siegen", legal guardians, partners from the school environment, partner schools and training companies (hereinafter "users") are entitled to the use of "siwiwissen" if they have not been excluded from the use by the school management.

To get registered as a new user on "siwiwissen" by the school administrator, a written consent to the terms of use is required, in the case of minors is has to be issued by a legal guardian.

Additionally, when they log in on "siwiwissen" for the first time, all users agree to the terms of use by confirming the information. Access to the learning platform "siwiwissen" is gained via the URL: <http://www.siwiwissen.de>.

1 Functional areas on "siwiwissen"

"siwiwissen" consists of the four areas "Start", "Private" (private use is not meant here, but personal area), "School" and "Media".

- In the area "**Private**" only the users themselves are allowed access. Here the user finds tools for communicating and the professional organisation like e.g. a file storage for documents, an appointment calendar, a mail service with a separate address, a messenger, an address book and a task management. Besides, the user can create a personal profile and make it available to other members of "siwiwissen".
- In the area "**School**" all users of a registered school get together on "siwiwissen" in order to work cross-linked with each other. For this purpose, diverse communication tools (forum, chat, board, surveys, notifications) and publication tools (website generator, wiki,

timetable) are disposable. The school administration of the respective institution can create virtual classes in which the learners can work together as well as virtual groups to work within the teachers.

- In the area **"Media"** the user finds learning content on various issues out of the offer of EDMOND NRW.

The communication and organisation tools in the functional areas can be adapted to the school purposes in their range of functions.

2 Data protection provisions

- 2.1 When users register on "siwiwissen", the school collects personal data in the form of name and surname, the teachers respectively class affiliation and the learners' date of birth. This is necessary because the use of "siwiwissen" serves the education in virtual classes and the communication between school personnel and members of partner institutions. Thus, the users have to be identifiable by their name amongst themselves respectively for the teachers responsible. In addition, every user of "siwiwissen" receives a mail address composed of the user's name and surname (surname, first name,@ahs.siwiwissen.de). A spam filter can be activated. Name and surname, mail address and profile are not visible for all users of registered schools on "siwiwissen", but only for the users of the institution and the virtual classes and groups the user is member of.
- 2.2 To allow the user a performance monitoring when editing online courses, the respective date of registration and the last editing of an online course, the edited lessons and the number of mistakes of the final test are still recorded by "siwiwissen" and presented to the respective user during the processing of an online course. The moderator of a class or group to which the user belongs and the school administration can access the recorded data as this is required particularly for the performance monitoring of the learners.
- 2.3 To allow the school administration an overview of the use of "siwiwissen" by the users of its institution for educational and administrative reasons, the school administration, within the framework of the function "Info" -which is only accessible to the latter- is only shown the following user information: user name (log-in name), name and surname, date of the account creation, first and last log-in, sum of the log-ins, total useful life of "siwiwissen", used disk space with the functions mail service and file storage as well as memberships (institution, classes, groups).
- 2.4 The personal data of "siwiwissen" are protected by the company DigiOnline GmbH, Neusser Str. 93, 50670 Cologne on behalf of the district Siegen-Wittgenstein in accordance with the Data Protection Law of North Rhine-Westphalia. The district Siegen-Wittgenstein passes personal data of the users of "siwiwissen" to the commissioned IT service provider, the company DigiOnline, only to the extent necessary for the performance of the contract. Otherwise, the district Siegen-Wittgenstein does not pass personal data of "siwiwissen" on to third parties unless the passing on occurs in the fulfilment of a legal obligation (e.g. within the scope of criminal investigations). In this case, only those information is passed which the Kreis Siegen-Wittgenstein is legally responsible for. In no event, personal data of the users of "siwiwissen" are sold or otherwise marketed.

3 Obligations and responsibilities

- 3.1 The school administration assigns a password when a user account is created. The password has to be changed by the user when he registers for the first time. The user can change his/her password by him/herself at any time. The user is obliged not to transfer the password received by the school administration on to others and to protect it from the access of others. A suspicion of abuse by others is to be displayed immediately. If that is the case, the school administration is entitled to block the access and to assign the user a new password.
- 3.2 "siwiwissen" allows the users to publish contents (texts, images, photos, audio and video devices etc.) within "siwiwissen" as well as on the internet. The user, in the case of minors their legal guardians, is responsible for the contents and commits himself not to violate the law and especially not the rights of others (e.g. personal rights, copyrights and trademark rights) when publishing contents. Contents that violate valid criminal law and youth protection law, these include means of propaganda and marks of unconstitutional organisations, racist ideas, presentations of violence, pornographic contents or offences and other defamatory statements, are prohibited. In the case of personal data, the current data protection regulations have to be observed. The operators are entitled to delete illegal content without the user's consent at any time. If the provisions of these terms of use are violated, the account of the user concerned can be deleted by the school administration.

4 Revocability and voluntariness

- 4.1 The consent to the use of "siwiwissen" and to the release of personal data can be revoked at any time in the future, also individually. In the case of a revocation, the user's data must not be used in the future, for any of these purposes The user's data stored in the area "Private" are deleted insofar as no legal retention laws respectively retention obligations take effect. As far as the consent is not revoked, it is valid without time limitation, this means beyond the end of school membership, too.
- 4.2 The consent to the use of "siwiwissen" is voluntary; a refusal of the consent or its revocation does not lead to further disadvantages.

Siegen, August 2016

Armin Stöhr / Headmaster