

# Charter of good use of the Information System



aivancity School for Technology, Business & Society Paris-Cachan provides you with a range of technological resources.

In addition to the present charter, the commitment of each individual to respect the rules of computer security will help to preserve this environment.

The aivancity computer network is a professional network for educational use. In this context, certain resources or applications may not be available for security reasons.

## CHAPTER 1: GENERAL PRINCIPLES

### Article 1: Scope of application

The rules and obligations defined in this charter apply to all users with access to aivancity resources (learners, teachers, staff members, service providers, etc.), regardless of whether access is from aivancity premises or remotely.

### Article 2: Access conditions

aivancity provides all users with access to the network and computer resources by means of a login and password. However, such access is subject to acceptance of all the terms of this charter. Non-acceptance of this charter will result in account suspension. Failure to comply with the terms of this charter will result in account suspension.

### Article 3: Non-disclosure rule - User responsibility

The login/password combination is personal, confidential and non-transferable. Under no circumstances may it be divulged to a third party or colleague, even for a temporary loan. Users are reminded that they are responsible for the durability of their files and the integrity of their workspace. They undertake not to make access available to users not registered on the school network, in particular by means of equipment for which they are responsible or which they use.

## CHAPTER 2: USES AND SAFETY

### Article 4: Commitment to vigilance

All users undertake to report any attempted violation of their account as soon as they become aware of it. Failure to comply with this article will result in closure of the offending account at the request of a member of the aivancity staff. Criminal proceedings may be instituted in accordance with the law (article 462-8).

### Article 5: Non-duplication undertaking

All users with software on their laptops must have the source code and associated licenses. Each user must also have a license for the operating system installed on his or her personal laptop.

### Article 6: Period of validity of the account

The account is retained for all aivancity graduates (lifetime messaging).

"For non-graduates and non-degree-holders, the account is deleted 3 months after the end of the program.

Resignation status results in immediate account deletion.

### Article 7: Problems and solutions

In the event of a hardware incident (breakdown) in the classrooms and self-service computers, requests should be addressed to the Helpdesk.

Questions and problems concerning aivancity applications (Learning Management System, learner portal, etc.) can also be addressed to the IT support team.

### Article 8: Shared equipment or software malfunctions

During lesson times, classrooms used by teachers are reserved for the lessons for which they are intended. Any damage to computer resources will be subject to individual sanction, provided the perpetrator has been formally identified.

## Article 9: Respect for messaging resources

Each learner has an individual "Mailbox" accessible from the aivancity premises and any other site connected to the Internet, via "Webmail", "Smartphone" or "e-mail client".

If storage capacity is exceeded, messages cannot be sent or received. Sending repeated messages is prohibited. Messages may only be sent to a large number of recipients if absolutely necessary. Voluntary or involuntary saturation of a mailbox or of the messaging system will be considered as misuse of the messaging system. Please note that e-mails are recorded and may be checked and used as evidence in disciplinary proceedings. The aivancity messaging system is not intended as a medium for commercial advertising, and certainly not for sales. Personal classified ads are therefore prohibited in the messaging system.

## Article 9a: Compliance with basic rules of messaging ethics

All users undertake to refrain from sending, either internally or externally via the Internet, messages that may be deemed personally offensive. It is formally forbidden to send messages containing abusive, racist, violent, pornographic or paedophilic remarks, of a political nature or against the rules of propriety.

In the event of receipt of files of this nature in the aivancity mailbox, the user undertakes to immediately destroy the file received without attempting to send it to another internal or external recipient (Internet address).

Any careless use of the mailbox, particularly in the dissemination of computer viruses, may directly or indirectly harm all or part of our establishment. Any such use shall incur the personal liability of the person making it. Please note that our e-mail addresses are marked "aivancity.ai".

## Article 9b: Systematic addition of text at the end of each message

The following disclaimer message is added to every outgoing email from our infrastructure to any recipient:

« Ce message et tous les fichiers attachés qu'il contient sont confidentiels et destinés exclusivement à l'usage de la personne à laquelle ils sont adressés. Si vous avez reçu ce message par erreur, merci de le retourner à son émetteur. La publication, l'usage, la distribution, l'impression ou la copie non autorisée de ce message et des attachements qu'il contient sont strictement interdits.

This message and all the attached files it contains are confidential and intended exclusively for the use of the person to whom they are addressed. If you have received this message in error, please return it to the sender. Unauthorized publication, use, distribution, printing or copying of this message and the attachments it contains is strictly prohibited.”

## Article 10: Respect for Internet ethics

All users undertake to respect the ethics of the Internet. It is strictly forbidden to impersonate another person, send an anonymous message, use an unauthorized IP address or attempt to impersonate a machine. The use of other people's mailboxes is strictly forbidden. Any commercial or propaganda use, from machines connected to the school network, whatever the mode of connection, is strictly forbidden.

aivancity informs you that connections to the Internet, from the school, are not anonymous and are subject to filtering rules in order to respect our commitments of good use towards our access provider.

These rules are as follows:

- Block access to legally objectionable sites without exception:
  - Pornography, obscenity/bad taste
  - Criminal activity
  - Anonymizers

- Drugs/illicit activity
  - Gambling
  - Violence, terrorism, revisionism, hatred, discrimination
  - Viruses, spyware/adware, phishing, malicious code
  - Illegal downloading
- Block access to sites that circumvent security rules without exception: Proxies / Redirector

aivancity hereby informs you that any excessive download volume detected after the fact may be subject to a penalty as specified in article 14.

In addition, all Internet traffic is subject to recording, which may be transmitted in the event of a legal investigation.

### Article 11: Technical restrictions on the aivancity network

- Les jeux vidéo ne sont pas autorisés
- Only the following protocols work:
  - HTTP
  - HTTPS
  - Flux de messagerie : POP, IMAP, SMTP(S)
  - RDP

Les réseaux sociaux sont tolérés mais pour des besoins de bande passante pourront être inaccessibles à tout moment.

### Article 12: Protection of personal data

Users of aivancity's information systems are informed that aivancity, as data controller, processes personal data for the following purposes:

- managing relations with users - including the creation of user accounts (email, intranet, aivancity applications),
- management of schooling and teaching, employee files, and the smooth running and security of the Aivancity information system.

User data is intended for:

- To authorized Aivancity departments and personnel in order to achieve the above-mentioned purposes,
- to service providers acting in the name and on behalf of aivancity.

User data is kept for a period of 1 year from the end of the relationship with the user or from the last contact with the user, before being deleted.

All users have the right to access, rectify, modify and delete their personal data. Users may request that any information concerning them that is inaccurate, incomplete, equivocal or out of date be rectified, completed, clarified, updated or deleted. Users may also, for legitimate reasons, object to the processing of data concerning them.

To exercise this right, the user may send a request by post to aivancity :

Or by e-mail to the following address: [contact@aivancity.ai](mailto:contact@aivancity.ai)

### Article 13: Penalties

Failure to comply with these rules may result in the temporary or permanent removal of the user's mailbox. Any use made in violation of the principles expressed in this charter and causing prejudice to other persons, to the Institution or to other Institutions may, depending on its degree of seriousness, lead to disciplinary action, without prejudice to other sanctions of a penal nature linked to legal provisions.

In both cases, sanctions will be defined with aivancity management within the framework of internal regulations. Depending on the seriousness of the breach of this charter, aivancity, through its General Manager, may take any legal action it deems necessary.