

## COMMUNICATION CHARTER

This Charter is addressed to anyone at lycée Condorcet who is involved at the school as a **parent, volunteer, Manager / Executive / member of an association, member of Lycée Condorcet community who is affiliated any other way, elected at one of the school bodies (School Council, School Committee, School Board)** and who therefore contributes to the image and the reputation of the school.

### This Charter is applicable when:

- you are taking part in public talks, on the internet or in person, that mention or involve Lycée Condorcet, activities which involve the school or people/bodies who belong to Lycée Condorcet community
- You consider that you belong to Lycée Condorcet community

The objective of this Charter is to assist you in using the electronic means while respecting the image of the school, and lawfully.

When you talk about the school, its bodies or the members of its community, some rules have to be observed.

1. Remain positive and constructive
2. **Be vigilant:** Take a few minutes to think before starting. You are aware that social networks are public spaces, which anyone can view and access. Anyone can share your ideas by publishing their written content, video or audio instantly **without your agreement**. You are personally responsible for anything you publish.
3. **Understand** how social networks work: the information that you post is indexed by search engines. This information is available for a long time and it can follow you throughout your life.
4. **Publicly recognise your errors of judgement** and clearly indicate that you have made corrections.
5. **Only express yourself when you are fully informed about the subject and do not hesitate to contact our representatives if needed.**
6. **Be responsible:** Only the spokespersons designated by Lycée Condorcet can talk on behalf of the school. Official communication is always done by email or other official Lycée Condorcet accounts, easy recognisable by the school logo and the signature of the person in charge.
7. **Be aware of what your words involve:**
  - a. When you express opinions and/or comment on social networks, on your activities, your role or on the school, your words involve the whole school community.
  - b. It is important to remain transparent by mentioning your identity or explaining who you are in respect to Lycée Condorcet.

- c. Your words have a real impact on the image of LCS and everyone has to show some cautiousness to prevent any risk of defamation, bad mouthing, slander, discrimination or personal attack. Otherwise, you are susceptible to potential proceedings from other members Lycée Condorcet community who are involved. Anonymity will not protect you.
7. **Always respect** participants on social networks. Courtesy should always be followed.

### **Procedures:**

The school associations must obtain the preliminary authorisation of the school to create discussion forums and must define the subject in writing, with the names of the persons in charge of this "structure" or information page. The administrators and moderators must be clearly identified.

The respect of this Charter is their responsibility.

To use the name and the logo of the school: you must contact the Head of Communication and request the authorisation for all networks you wish to use online: Facebook, Google +, Twitter account, YouTube, Flickr, Instagram, LinkedIn group or other.

### **Respect the legal framework.**

Before publishing information on social networks, you must check that you are abiding by the main legal rules.

Before publishing any content which is not yours, always ask for the author's authorisation. Do not mention anyone connected to lycée Condorcet without their agreement and do not make any hints about anyone. Do not ever take a picture of anyone without authorisation.

Lycée Condorcet reserves the right to withdraw the authorisation to use the school logo, the school email address and/or the right to express or act for the school if this Charter is not observed.

Charter adopted by the School Board (21-03-2017) and the School Committee (23-3-2017)

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