

## Common rules

- **Equal treatment**
- **Photo and video publishing**
- **Use of IT at school**
- **Drug and alcohol policy**
- **Special measures**

*This document is approved at application.*

Spring term 2024

## Equal treatment

The folk high school is a meeting place for all people.

Everyone should be able to develop as an individual.

We meet together.

At the folk high school everyone is at different age, we work differently, we love differently and we come from different backgrounds.

When you study at the folk high school, it is important to take responsibility for good relationships at school and a good study environment.

It is important to respect our common rules, and show understanding and respect for everyone at school.

## Photo and video publishing

When the school has general gatherings, the event is photographed or filmed. Some pictures and sometimes video may be published on the school's website (<https://hfs.se>) and on the school's social media pages like Facebook and Instagram. If you do not want to be visible in pictures when the school has general gatherings you have to notify your mentor at the start of the semester.

When meeting in smaller groups you will be informed about your rights concerning photography and also sign a photo agreement. You have the right not to sign the photo agreement if you do not want to be in a picture or film.

If you take pictures yourself, you are responsible for showing respect for the person in the image. Pictures and video on the school's website are not allowed to be copied or forwarded. If you want to use the school's pictures or video you have to contact the school's communications manager, email: [kommunikation@hfs.se](mailto:kommunikation@hfs.se)

## Use of IT at school

### Accounts and usernames

#### *1) Computers, networks, printers and wi-fi*

To be able to use the folk high school's computers, networks and printers, you must log in with your student email (firstname.lastname@edu.hfs.se). Your mentor has the information and gives you your first password, which you then change to a new one. The account must only be used by yourself. You have to protect your password so that no one else can use it.

To access the school's wi-fi, you need a password which is available at the reception.

#### *2) G Suite for Education (Google Account)*

You get a user account in Google's service G Suite for Education. It provides Gmail and tools for word processing, spreadsheets, presentations, etc. You store all your schoolwork in

Google Drive. The email address @edu.hfs.se is your username both in G Suite and on the school's Chromebooks. You change your password at first login session. If you have forgotten your password, go to the IT department (workroom in Järven upstairs, entrance at the gable) or send an email to it@hfs.se.

Your G Suite user account will be terminated when you finish your studies. You are responsible for saving what you need from your account, either by downloading files or by using the google.com/takeout service.

**Important!** The Gmail account you get for your courses is a temporary account that will be closed when your activities at the school are finished. Therefore, **DO NOT** use the account as a recovery address for e.g. your Apple ID or as the main account for your Android device.

### 3) SchoolSoft

SchoolSoft is a system that we use for administration of courses, etc. Here you get an account that you use for reporting absences. Passwords for SchoolSoft are changed directly in the system. (Note: The account you created on My Pages [Mina sidor] in SchoolSoft is only used for application.)

## Personal responsibility

You have personal responsibility for how your account is used and to comply with current legislation and observe good ethics. It is not allowed to use the school's computers, networks and Internet connection for illegal downloading, spreading of spam or malicious programs (viruses, trojans, etc.) or for other activities that may harm or offend another person.

In the event of misuse of your accounts, we have the right to suspend you from continued use. This applies even if unjustified heavy traffic in the network is detected. The folk high school is obliged to disclose information requested by the authorities in the event of a suspected crime.

## Newsletter: Monday information

When you accept the school's terms and conditions, you also say yes to our newsletter. On Mondays, web information is emailed to participants and staff. It is important that you take note of the information and ask the mentor/teacher/receptionist if anything is unclear.

## Generally

Students who need the computers for school work always have priority! Data traffic for the folk high school's needs has priority.

Technicians have the right to monitor and control content and traffic in the network. Everyone at the folk high school shares a common bandwidth. All traffic may be logged.

Some websites and services are blocked, primarily to secure bandwidth for schoolwork but also for security reasons.

## Drug and alcohol policy

### Generally

The school is drug free. Tests occur. If you test positive, you will be suspended from school. If someone refuses to be tested, it is equated with a positive test result. It doesn't matter when you took drugs if they show up on a test at school.

Applicants from treatment homes must have a drug-free period of at least 6 months to be admitted to studies at Härnösand Folk High School. The treatment home and Härnösand Folk High School sign an agreement stating that the student returns to the treatment home in the event of a relapse into addiction.

The principal, or the person appointed by the principal, decides on expulsion from the school. Expulsion means that the student is terminated from studies and does not have the right to stay on the school premises before new admission can take place.

### Drugs

The use of drugs or similar preparations, other than under a doctor's prescription, is not permitted while you are enrolled as a student at the school. It is also not allowed to possess drugs.

The school has the right to request that the student submit a drug test in case of suspicion or concern about the use of drugs. Positive testing leads to immediate separation from further studies, as well as from the school area. Refusing to submit a drug test when requested is equated with consent to a positive test.

Students who have ceased studies due to a positive drug test have the opportunity to apply to the school again after six months of documented drug freedom.

### Alcohol

The use of alcohol (anything other than light beer class I) is prohibited within the school area and premises. The alcohol ban also applies to study trips and the like that are included in the course. In case of concern or suspicion, you may have to leave a breath test. Refusal is equated with consent to a positive test.

A student who is under the influence of alcohol during school hours is immediately sent home, and then gets a call from the principal, who issues a warning. If the event is repeated, it may lead to a separation from studies.

A student who uses alcohol at the dormitory is immediately rejected from the accommodation, but may retain the place of study after discussions with the principal and the school counselor. It is also not allowed to possess alcohol within the school area or premises.

## Special measures

### Suspension from studies

The school has the right to decide on suspension from studies if you do not take responsibility for your studies or violates any of our common rules. High absenteeism, lack of study results, use of plagiarism or text generators like ChatGPT and deviations from the study plan can also lead to suspension, in addition to the previously mentioned reasons.

Educational leader decide on suspension.

### Conditional study place

If you study with us but do not achieve an expected study result, you may continue to study but on a conditional study place. This means that you receive an individual study plan that you need to follow for a limited time, in order to then be admitted to the course.

In order to achieve the expected study result, you as a course participant must follow your study plan and achieve the goals set for the semester, which can mean both a requirement for attendance and participation in the course, such as submitted school assignments.

### Warning and suspension if individual study plan is not followed

If the study plan is not followed and the studies do not work, an action plan is drawn up for four weeks. If the requirements in the action plan are not met a warning is issued. Repeated warnings that are not accompanied by changes and a functioning study situation lead to suspension from studies. In the event of suspension, the studies are finished and you have to make a new application for the next semester.

### Rejection from the accommodation at the school

If you live at the school, you sign a housing contract. If you do not follow the rules, the contract may be broken and you are rejected from the accommodation.

It is the principal, or whoever the principal appoints as responsible for the accommodation, that decides on the rejection.