



The Basement –

The digital lab at the Leibniz Institute for Educational Media | Georg Eckert Institute

User Agreement – Practice

between

The Basement –

The digital lab at the Leibniz Institute for Educational Media | Georg Eckert Institute

Freisestr. 1

38118 Braunschweig

und

<hr/>
Name
<hr/>
Institution
<hr/>
Address

General

The Basement offers a range of equipment (laptops, iPads, Fairphones, a smartboard, video cameras, audio recording devices, VR glasses, games consoles, a projector and robot sets) and software for use in projects and events that aim to convey and promote digital education in schools and during teacher training, all housed in a room that can accommodate up to 32 people and provides a range of whiteboards, seating and tables (including high bistro tables). Teachers and others who wish to bring study groups or classes to use The Basement (hereinafter known as ‘users’) will be shown how to use the technical equipment in an orientation session. Users are required to use the equipment responsibly and in accordance with the instruction they have received. After the orientation the user has sole responsibility for the technical equipment until its return. The independent instruction of further

persons by the user is only permissible in exceptional cases after separate consultation. The Basement is generally available from 8 am to 6 pm on Mondays to Fridays.

Guarantee

The user is solely responsible for messages, texts, data and all other information that he/she collects and enters into the system. The Basement does not accept any liability for data loss due to technical failures.

Room use

The Basement can be booked for projects and events on an hourly or daily basis. If a reserved time slot is subsequently no longer required, this must be communicated to the Basement Team without delay. Responsibility for the correct use of the Basement lies solely with the user. Students may not be left in the room unattended. The room must be left tidy and always locked when left, even if only briefly. All windows must be closed before leaving the room. Users can borrow a transponder from the media technician (basement-support@gei.de), for which they must sign, and specify the return date. Any transponder that is lost must be replaced (at a cost of approximately 50 Euro).

Hardware and software installation

No changes to the installation and configuration of the technical equipment in The Basement or to the network are permitted, and the installation of software, the use of private software and the manipulation of hardware devices are also prohibited. Any specific software requirements must be communicated to the media technician. If approved, the software will be installed by the Basement team.

Any audio or video recordings will be automatically deleted after each event. Any data saved locally during longer-term projects must be transferred to a central server at the end of each session, as it will be automatically deleted after the session. Data saved to the central server will remain there for 6 weeks after the conclusion of the project before being deleted by the media technician. The user will receive an e-mail reminder before the data is finally deleted. It is not permitted for users to copy data from the files on the computers in The Basement onto external data storage devices. This can be done, upon request, by the media technician. Users agree to refrain from all activities in The Basement that are prohibited by civil or criminal law. This particularly applies to the unauthorised distribution of programs (pirated copies), which are subject to copyright protection. Non-compliance with the obligations outlined in this User Agreement will lead to its immediate termination by the Basement Team.

Responsibility for personal property and use of equipment

No liability will be assumed for personal belongings.

The user is liable for any damage caused to equipment in The Basement by his/her guests, employees or representatives. Any damage shall be communicated to a member of The Basement team without delay.

Data protection

Any processing of personal data that takes place on or with the equipment of The Basement is the full responsibility of the undersigned user. The storage and final deletion of data saved on the servers of the Leibniz Institute for Educational Media is carried out on behalf of the user (Art. 28 GDPR). The

Institute undertakes to adhere to the provisions made in the European General Data Protection Regulation (GDPR), the German Data Protection Act (BDSG) and the Lower Saxony Data Protection Act (NSDG). These regulations also apply without restriction to the users and must be observed. The GEI is available for consultation on relevant data protection matters if necessary (datenschutz@leibniz-gei.de).

The user has been familiarised with the terms of use and instructed on the use of the technical equipment in the basement and acknowledges and accepts these conditions and information.

date and place

signature of User

signature of Basement team representative