

Geneva Graduate Institute - Digital Charter

1. Purpose

This Digital Charter lays down principles for good practices to encourage open, free, considerate and respectful digital communication, and harassment-free information sharing among the Institute's community. The principles of this Charter are applicable to institute-related online interactions and digital communication, in the following media (non-exhaustive): email, social media, instant messaging, online and hybrid meeting and similar applications.

This Digital Charter builds upon and complements the principles defined in the Institute's *General Code of Conduct*.

2. Principles

- a. While engaging in online activities, your language and behaviour should be attuned to the context in which the online activity is taking place. In particular, any use of offensive, threatening or derogatory language will not be tolerated.
- b. When you are sharing your views and opinions online, always treat one another with courtesy and respect to maintain each other's integrity. In case of disagreement or conflict, face-to-face mediation or other forms of constructive dialogue are encouraged.
- c. When sharing information online, including third party linked materials, respect the appropriate terms and conditions of data sharing. This includes images, audio, video recordings, intellectual property, and one's general right to privacy. Make sure to respect other's legal rights (e.g., copyright, trademark) as defined by national and international legal norms and standards.
- d. Actions such as stalking; harassing; sending or posting discriminatory or defamatory content; or the unauthorised sharing of confidential messages, images or information, will be dealt with as per the code of conduct.
- e. When contacting someone by digital means, be mindful of ill-timed, overly repetitive, or unwarranted messages, and tailor your message to the mean of communication.
- f. When making online statements on behalf of or as a member of the Institute be transparent about your function and/or institutional role.
- g. During your online learning or professional activities, use the material and software with consideration and respect. Online meeting platforms provided

by the Institute are only to be used for their intended purposes. The unauthorised sharing of recordings of classes or meetings is not tolerated.

- h. When participating in online activities, be mindful of your surrounding environment and respect those around you. If needed, use appropriate equipment (headphones or earphones); or find a separate quiet place to conduct your activities.
- i. Given that not all people have the same access to digital resources and are subject to different circumstances, care should be taken to ensure that, despite these circumstances, participation opportunities are as equal as possible.
- j. When using the Institute's visual identity and third-party materials, ensure that its application is uniform, and permission has been granted or usage follows the applicable rules of distribution.
- k. Each community member is responsible for contributing to the security and stability of the Institute's IT resources, through responsible behaviour and adherence to established security standards. This includes completing training sessions on IT security awareness, which the Institute will offer on a regular basis.

3. Further resources and references

Internal Resources

- General Code of Conduct
- [Charter of the Institute](#)
- [Security Awareness](#)
- [Security Good practices](#)
- [Terms and Conditions for Use of the Institute's IT Resources](#)
- [Digital Security and Privacy for Researchers LibGuides](#)
- [Copyright LibGuides](#)
- [Third Party Content LibGuides](#)

External resources

- [Competence Center in Digital Law](#)
- [Federal Act on Data Protection](#)
- [European General Data Protection Regulation](#)