Guide des Usages du Numérique
Digital User Guide

The digital university is an integral part of all 21st century universities, regardless of the disciplines they teach, their research teams’ specialities and the cities or countries in which they operate.

The digital component of French universities has been under construction for several years now. In the area of online infrastructure and services, French universities have been grouped together into regional digital universities (universités numériques en région or UNR), in order to pool their resources and skills. By joining forces, they have optimised the development of university-focused digital technology.

The Paris Île-de-France Digital University (Université Numérique Paris Île-de-France or UNPIf) is the largest of these regional universities. The UNPIf was launched in September 2006, and since January 2010 the universities of Paris and Île-de-France have been joined by INALCO, ENSIE and the Paris, Créteil and Versailles CROUS*. It enjoys financial support from the Ministry of Higher Education and Research and local authorities.

Since 2007, the Mairie de Paris (Paris City Council) has been keen to support the Paris Île-de-France Digital University, contributing to the creation of the Paris Student Multi Service card and helping fund 8 digital services integrated into the Digital Work Environment (Espace Numérique de Travail or ENT) and developed by Parisian universities.

The Île-de-France region has also supported the development of the Multi Service Card and of an ENT in 4 Île-de-France universities.

This means more than 400 000 students in Paris and Île-de-France enjoying a better quality of service in their university environment.

This third edition of the Digital User Guide “Guide des Usages du Numérique” is designed to help students use and master information and communication technology (ICT and ICT in education), to support you as you come to grips with the digital resources offered by your institutions and to contribute to your success at university and in launching your careers.

In this guide you will find general sections on the appropriate usage of digital technology and a central section describing the digital services offered by your university and how to use them. This guide, and the courses that will be offered to you, will enable you to take full advantage of the methods, techniques and uses of digital technology, indispensable to today’s students.

*Public bodies that run student restaurants and other student services.
The Digital University

The context of the digital revolution

Born into the digital age, over 85% of today’s students are equipped with computers or wireless mobile devices. They are more mobile, demand access to information anywhere and anytime, and communicate electronically every day. Universities themselves are at the heart of innovation in this field. It is hardly necessary to reiterate that they have been the breeding ground of many of the digital industry’s successes, and that the Internet was developed by university researchers. They are currently establishing infrastructures and services that, besides responding to students’ needs, create entirely new practices to serve universities’ missions: education, research and career guidance.

The challenges facing universities

Universities have been working for the last decade at integrating digital technology into their activities, to facilitate access to information resources (online libraries) and education resources (training platforms, podcasts), to enhance their scientific output and finally to provide students with real online work spaces: Digital Work Environments (Environnements Numériques de Travail or ENTs). Education and training in good digital practices means teaching students to maintain a critical distance in regards to content available on the Internet as well as mastering information retrieval. Information and Communication Technology (ICT) can also strengthen educational support for students, offering them a better chance of success.

The commitment of the Ministry, local authorities and universities

Developing the use of digital technology in universities is a priority of French higher education policy. In practice, the commitment of the Ministry of Higher Education and Research has taken the form of 4 projects:
- equipping students: the Student Micro Laptop scheme (Micro Portable Etudiant or MPE);
- training in ICT practices: the Computer and Internet Certificates (Certificats Informatique et Internet or C2i) levels 1 and 2;
- producing digital teaching resources by subject area: the Thematic Digital Universities (Universités Numériques Thématiques or UNTs);
- digital infrastructures and services: MIPE incentives and Regional Digital Universities (Universités Numériques en Région or UNR), of which the Paris Île-de-France Digital University is the Parisian example).

Several partners are involved in the development of these UNRs: universities, the State, the CROUS and local authorities, who are particularly concerned with the territorial planning and development aspect of these projects. The Paris Île-de-France Digital University, which brings together the region’s 17 universities and several of its schools as well as the Paris, Versailles and Créteil CROUS, enjoys the financial support of the Ministry of Higher Education and Research, the Mairie de Paris and the Île-de-France Regional authority. The Paris Council wished to contribute to funding this ambitious project, so that students could benefit from high-performance digital equipment and material, thereby enhancing the potential of higher education and of student life. Their funding concerns the multi service card and digital services integrated into the Digital Work Environment (ENT). The Île-de-France Regional authority has also supported the establishment of the multi service card in and of the ENT in 4 Île-de-France universities.

Universities have reached a stage where digital practices are widespread. As announced by the Ministry, the goal is for “100% of digital documents for 100% of students”, the impact of digital practices in the "Success at Bachelor’s level" scheme is becoming increasingly important. Part of the 2009 recovery plan was devoted to increasing podcast material and improving access to it, and maximizing WiFi coverage on campus.

Digital education and you

New at university? There are digital tools to support you during the transition from high school to university. Available whenever you want, wherever you want, they help you gain independence. Forums and online tutorials help increase interaction and recreate personal communication amongst students and between students and teaching staff. Digital activities and simulations help make university teaching more lively and practical.

Your digital university

The university offers the possibility of managing your administrative tasks remotely (enrolment, welfare, etc.) and access to social networks to build communities of interest, share your experiences through blogs and participate in associations. Beyond campus life, the digital environment allows you to keep in touch during international exchanges (Erasmus) and to make the most of the memory of these shared experiences. It facilitates communication with the professional world, by offering active assistance with job seeking, targeted management of internship and job offers, public CV posting, and more.
Your student card is now multi service

Take full advantage of your student life with the new Paris Île-de-France Student Multi Service card. It is your student passport, the access key to university services and an e-wallet to make shopping easy, all rolled into one.

Since 2007, nearly 500,000 students in Paris and Île-de-France have received the multi service card. Valid for 3 years, this card displaying the Digital University colours combines different services on a single device to improve your student life.

Your student passport

The new multi service card is above all a student ID card. As well as certifying your enrolment in your institution, it gives you access to various reductions related to you student status: for municipal swimming pools and theatres, public transport (Imagin’R rates), free entry to certain museums, etc.

You will find more information on the website:

IMPORTANT: Your card is valid for three years, DO NOT THROW IT AWAY AT THE END OF THE YEAR!

Each time you enrol, a sticker is provided to renew its validity. Remember to update the information on the chip at one of the update terminals available in your university!

Your digital wallet

Equipped with the Moneo digital wallet, this card allows you to pay for:

- CROUS services: university restaurants and cafeterias, etc.;
- university services: photocopies for classes, personal photocopies and printouts;
- any purchase of up to 30 euros in Moneo-affiliated shops, pay and display machines and ATMs displaying the Moneo logo.

You can recharge your card:

- using your bank card at one of the Moneo terminals located in the university restaurant halls, in banks, post offices and telephone booths displaying the Moneo logo;
- in cash by buying Moneo recharge cards in university restaurants or in some Relay shops.

The minimum recharge amount is set at 10 euros and may not exceed 100 euros (careful, it’s a wallet - if you lose the card, you can not recover the money so avoid putting too much on it).

And many functions to come

This card will gradually be improved with new services:

- electronic payment for photocopies and printouts;
- access to public transport (RATP, SNCF, Velib);
- access to certain areas that require authentication (libraries, research laboratories, parking, etc.);
- and many other uses, yet to be invented (Student Associations, ticketing, etc.)!

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Your card in 5 questions

How does it work?
To pay for your meals at the university restaurant or at a Moneo-affiliated shop, you first have to recharge your card. There is no PIN number to enter during payment: your card’s digital wallet is debited directly.

How do I recharge it?
The card can be recharged using your bank card at a Moneo terminal. You can find these in:

- university restaurant halls;
- banks;
- post offices;
- telephone booths displaying the Moneo logo.

In cash: you can buy Moneo recharge cards in university restaurants or in some Relay shops.

What should I do if I lose it, have it stolen, or have a problem using it?
You should immediately contact your university’s multi-service card office: find contact information on the website:

http://universitenumerie-paris-idf.fr/carte

The card is reissued at your cost and you will not be refunded the amount contained in your Moneo wallet, except in case of a proven malfunction.

Can I recover the amount charged on the card?
You can recover the amount charged on the card at any time, up to 6 months after the expiry date. To obtain this refund, go to the issuing bank (see the back of your card).

What is the maximum amount it can hold?
What is the maximum amount it will pay for?
The maximum amount your card can hold is fixed at 100 euros. After recharging, you can pay for purchases of up to 30 euros.

UnivMobile
University in your mobile phone!

UnivMobile is an application for Internet-connected mobile phones that will offer useful services to students on the move. It is both an iPhone application and a mobile website.

The “Mon ENT” (My ENT) module lets you search the university directory, look up your schedule, your exam dates, your marks and messages from your institution.

The “GeoCampus” module includes an interactive map of the region’s campuses. It locates the services available in each building, such as recharge terminals for student multi service cards, disabled access, CROUS cafeterias and restaurants, libraries, WiFi hotspots, etc.

Other modules offer additional services: news, educational audio/video podcasts, and more.

“UnivMobile” will be trialled by a few institutions at the start of the 2010 university year, before becoming available to all universities in Paris and Île-de-France the following year. This application is being developed as part of both the digital services operations of Paris Île-de-France Digital University, which includes the Paris region’s 17 universities, and the Proxima Mobile project of the Delegation for Internet Uses.
The C2i (Computer and Internet Certificate or Certificat Informatique et Internet) level 1 attests to your skills in office automation and information retrieval and to your capacity to communicate, inform and work collaboratively. It also attests to your knowledge of the rights and responsibilities of Internet practices. You can work towards it during your undergraduate years at university.

The C2i is based on a national benchmark established by the Ministry. Certification includes a practical test on a computer and a theoretical test in the form of multiple-choice questions. For more information: http://c2i.education.fr. All the universities in the UNR offer training for C2i certification; at some it is compulsory.

A national certificate

The C2i contributes to success in studies, exams and competitive entrance exams (UFRM or teacher training college, etc.). The C2i is a major advantage for job seeking – a highlight of your CV. It replaces the vague notions previously referred to in the Computer Skills section and is becoming a popular criterion for hiring in both the public and private sectors.

From this year onwards, students holding a C2i Level 1 can help teach training courses for targeted populations (e.g. senior citizens) on the uses of digital technology, as part of the "Student Digital Citizenship Project" ("Projet Citoyenneté Numérique Etudiante").

An essential certificate in today’s world

The C2i allows students to:
- facilitate their studies by providing appropriate techniques;
- use the university’s digital environment regularly and with confidence;
- surf safely on the web, to benefit from online services with full awareness of the implications.

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MAKE THE MOST OF YOUR ICT SKILLS!

The Student Digital Citizenship programme lets you make the most of your ICT skills by becoming a digital technology guide for senior citizens, the unemployed and other groups. Learn more at: http://cinume.unpidf.fr

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The Digital Work Environment

- You can access the Digital Work Environment (Environnement Numérique de Travail) provided by Paris Descartes University by clicking on “Portail ENT” (ENT portal) on the university website, or go directly to: http://ent.parisdescartes.fr
- The ENT gives you access to a large range of online services to help you succeed in your studies: tutorials, a digital library, filmed lectures, email, storage space, personalised information, WiFi, job offers, special deals for buying IT equipment, and more.

Connection
To connect, you need to log in to your Paris Descartes account using the username provided with your student ID card and the password you chose when you activated the account.

If you have forgotten them, you can reactivate your Paris Descartes account (you need to have your student ID card handy to fill in the activation form).

Presentation of the ENT portal

- The ENT opens on a series of news items for Paris Descartes students. These include general university news and news from your faculty or institute.

The menus
- Mes outils (My tools): Diary, work requests, collaborative area, profile,
- Pédagogie (Learning): Paris Descartes Notebooks (blogs), C2i, Forums, my courses (direct access to modules you are registered for on Moodle), Media Library (access to filmed tutorials, lectures, etc.),
- Bibliothèques (Libraries): (access to online bibliographical resources – over 12 000 full-text journals) SCD – Common Documentation Service, BIUM – Inter-University Medical Library, BIUP – Inter-University Pharmacy Library,
- Scolarité (Student admin): Enrolment, my file, SUAPS (sporting activities),
- Services universitaires (University services): Maison des Langues (House of Languages), IR (further study abroad, ERASMUS, etc.), SOFIP (career guidance service),
- Vie pratique (Practical information): special offers from partners (low-cost computers, student loans, etc.),
- Aide (Help): help (on all the ENT’s applications), WiFi (how to connect to WiFi Descartes).
• The first time you log in, you must sign your university’s ENT charter. It informs you on rights and security with regard to documents or sites you will have access to throughout your studies, and to those you may publish. Here are a few extracts:

(b) Security
• Paris Descartes University reserves the right to filter or prohibit access to certain sites, to conduct screening of sites and of their corresponding access durations prior to or following visits to them.

• Access is only authorised through security devices set up by Paris Descartes University. Specific security rules may be specified, if necessary, in a user guide established by the service or the institution.

• The User is kept informed of the risks and limits inherent in Internet use by training programmes or awareness campaigns.

(c) Downloads
• Any downloading of files from the Internet, particularly sound or images, must be conducted with respect for intellectual property rights as defined in article VI. Paris Descartes University reserves the right to limit downloads of files that may prove too large or pose a security risk to IT systems (viruses likely to affect the proper functioning of the Paris Descartes University IT system, malicious code, spyware, etc.).

• Conversely, use of the network to offer a service available on the Internet must be rational in order to avoid abuse; in particular, any activation of a server must be declared, even if only to authorise access from outside the Paris Descartes University network. The offer of audio or video files, images, software and all other documents must be made with respect for intellectual property rights as defined in section II.3 and must be related to the teaching and research missions of Paris Descartes University.
Email accounts

• The ENT includes a webmail application that you can use for all your communication.

The Paris Descartes Professional Network

• This professional network aims to facilitate job seeking and professional mobility for Paris Descartes students, graduates and alumni, by making it easy for them to contact each other and partner companies, and to keep in touch with their home university.

The Paris Descartes email address book gives you access to the university directory and lets you communicate with the entire Paris Descartes community (students, academic and administrative staff).

Your profile

• Under the “Mes outils” (My tools) tab, you can access your “Profile” and:
  → change your password whenever you like,
  → enter an address to redirect your Paris Descartes email to your preferred email account (to be updated every time you change your email account, otherwise you will no longer receive emails).

Students, register to become a member of the ProNetwork – having first validated the charter – and take advantage of a whole range of services:

→ search internship and job offers,
→ post your CV,
→ calendar of forums and trade fairs related to careers and job seeking,
→ information on companies, sectors, professions; advice on finding internships, your choice of degree, preparing to enter the workforce.
As part of the Bachelor’s Scheme (Plan Licence), from the start of the next academic year students will be provided with an online learning and information programme through the “Réussir en licence” (Succeed at Bachelor’s level) website. This site, designed for students, will centralise the information and resources necessary for them to better understand the services provided by our university and to reinforce their skills with tutorials and practical advice.

Objectives:
- compile existing information,
- better prepare students for the demands of university life and academic study,
- offer support facilities: tutorials, evaluation, self-evaluation.

Take advantage of online resources! They will help you succeed!

Whatever your lifestyle, stay committed throughout your studies with help from Paris Descartes University’s services.

Your capacity for independent personal study is guaranteed

- recorded lectures (audio or video) in the media library,
- an electronic library boasting 14,500 titles,
- blogs to capitalise on your ideas and experiences or develop a personal project.

Your world of learning is always available

- your educational program (Moodle) for access to your bibliographies, instructions and advice at any time,
- forums for all your questions about organisation, exams, comprehension of course material,
- you are never far from your community, even when you are on an internship or ERASMUS: it is always available through the Paris Descartes Notebooks.

Get involved in associations

- Browse the associations portal, join an association, create one that corresponds to your projects: http://www.associations.parisdescartes.fr
- The teaching staff is at your service. For recording lectures, creating an online learning area, for any information about the university’s activities and direct assistance to academic staff and students: tice@disi.parisdescartes.fr

The services currently available appear in the following pages…

And for developments during the year, find all the news on the ENT!
Course areas can be opened and configured by the academic staff to let you:

- contact everyone on the course: academic staff and students,
- receive by email all information provided by the lecturer,
- find course materials online,
- find links to other resources (sites, podcasts, articles, etc.),
- chat between students and with the lecturer on a forum,
- hand in work online,
- do group work online.

- The "online courses" are generally in support of courses attended at the university. Consequently, lecturers do not always activate the functionalities for discussion and handing in work.

There are various levels of access to the courses:

- open access, no registration necessary,
- registration possible after log in to Paris Descartes (ENT username and password),
- registration possible after log in and with a code provided by your lecturer at the start of the year,
- the teaching service has already registered you.

- Access to certain course materials is restricted to students enrolled in the course; for others, access is open to the whole department. To view all these materials, you must be enrolled at the university and login in with your ENT username and password.

- Some podcasts are available to the general public. In this case, you can find them on iTunes U if the author has given his/her consent. (http://itunes.parisdescartes.fr/)

The media library is a collection of multimedia documents. In it, you will find:

- filmed lectures,
- course complements related to "online courses" on Moodle,
- Paris Descartes University's scientific and cultural events,
- student life events.

The media library

The Moodle teaching platform

For more information on the media library, refer to the ENT’s “Aide” link.

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The SCD

- The Common Documentation Service (SCD) offers over 34,900 electronic journals, databases, ebooks and a selection of bookmarks by discipline. The SCD website is a single point of entry for on-site and remote access (ADEL) to bibliographical resources.

Follow the SCD website news with RSS feeds.

How do I consult electronic resources?

- Access to resources belonging to the University
  - On-site access (in the University).
  - Remote access (ADEL): if you are a member of the university, you can connect remotely (i.e. off the Paris Descartes University campus), by clicking on the ADEL link.

- Databases
  Access to all databases or by discipline, divided into two tables: Essential databases and Supplementary databases. Use the Zotero application to manage your personal bibliographies and integrate them directly into your work.

- Online journals
  Use the A to Z online journal catalogue to view full-text articles.

- Electronic books
  This section also includes dictionaries and encyclopaedias.

- Bookmarks
  The librarians select appropriate websites for you.

www.ruedesfacs.fr: wherever you are, whenever you like, request help on Rue des facs and a librarian will reply by chat or email. This service is provided by the university libraries of Île-de-France.

The Paris Descartes network

- “Les Carnets de Paris Descartes” (Paris Descartes Notebooks) are a blog platform, giving you access to social networks. As soon as you have logged in, you will have your own public profile and you can set up your personal blog and participate in the network’s communities.

- “The Notebooks” are organised into themes: Students’ views, Academics’ views, ICT in Education, ICT, Web, Documentation, etc.

- “The Notebooks” is an internal network in contact with the outside world, as the articles are accessible to all Internet users if they are defined as public content (i.e. if the authors have opened their posts for comment).

- This is an important online presence, a key element for finding jobs or internships, which lets you chat about what you are involved in, capitalise on your skills and your education and draw attention to your research and publications.

With the notebooks, you can build your professional digital identity and give your skills a high profile!

For more information on the Paris Descartes Notebooks, refer to the EN'T’s “Aide” link.
The Bachelor's students have the possibility of taking the C2i level 1 course. This course is usually offered in 1st year and sometimes in 2nd year. The course may be compulsory or optional depending on the student's degree course, but involves sitting the certification tests.

Each student can compare themselves to the ministerial framework to find out their level. Students also have access to many online learning resources to supplement their course.

To earn the certificate, it is necessary to master all the skill areas.

Two certification sessions are organised each academic year, but you may only sit the tests once in the same year. Students not studying for a Bachelor's degree who wish to earn the certificate should inform their department's C2i correspondent.

A C2i reference website for Paris Descartes is available on the ENT under the “bibliothèque” (library) tab.

The ICT in Education department is responsible for organising the C2i. For more information on the C2i: c2i@parisdescartes.fr

The Inter-University Library of Medicine and Dentistry is first and foremost a research library, primarily intended for Master's and Ph.D. students and academic staff. It also welcomes practitioners, medical ancillaries and all those working in health-related professions.

Resources: old collections among the richest in the world, as well as highly diverse electronic resources (ebooks, online journals, databases).

Services: on-site consultation, document reproduction and remote delivery, online question-answer service, digital library, image banks, training sessions on bibliographical research, room hiring, bibliometrics.

Website: http://www.bium.parisdescartes.fr

The Inter-University Pharmacy Library is run by Paris Descartes University under agreement with Paris Sud University. It is a centre for the acquisition and distribution of scientific and technical information (CADIST) in cosmetology and an associate centre of the French National Library for pharmacy.

Resources: major old collections, study collection for students and researchers, highly diverse electronic resources (ebooks, online journals, databases).

Services: on-site consultation and loan, document reproduction and remote delivery, online question-answer service, training sessions on bibliographical research.

Website: http://www.biup.parisdescartes.fr

In 2011, the BIUM and the BIUP will merge to become a single library, divided between two sites (rue de l'Ecole de médecine and avenue de l'Observatoire).
• There are also C2i certificates at level 2. These C2i can be earned towards the end of university, at Master’s level, and are more oriented towards disciplinary fields. The C2i level 2 being set up at Paris Descartes are:

**C2i 2 “Health Professions”**
- Paris Descartes University was one of the institutions to trial this C2i2 and now offers certification to medical, pharmacy and dentistry students.

**C2i 2 “Engineering Professions”**
- This C2i2 is intended for future engineers, in particular Master’s students of science and technology. For our university, only the Masters of Mathematics and Computer Science and Biomedicine are concerned.

**C2i 2 “Legal Professions”**
- This C2i2 is for all law students taking vocational university courses.

Read/Download the brochure on the ministry website:
http://www2.c2i.education.fr/sections/c2i2ms/presentation/brochurec2i2ms/

• The house of languages offers English, German and Spanish classes (level-based groups, continued education, doctoral schools) and assistance in writing and proofreading articles. It also offers preparation classes for TOEIC, TOEIC-TFI, TOEFL and DALF examinations.

**The TOEIC**
- The TOEIC assesses and certifies the ability of non-native English speakers to communicate in English (both written and spoken) in a professional, international context. The TOEIC-TFI offers the same certification for French as a foreign language.

- The Maison des Langues works in partnership with ETS Global, which provides subject preparation classes and manages the TOEIC tests. The Maison des Langues serves as an intermediary and ensures Paris Descartes students benefit from a special rate.

**The CLUE**
Certificat en Langues Universitaire et Européen (Certificate in Academic and European Languages)
- The CLUE is a programme of certification in English that issues a skills-assessment based on the European Framework of Reference (CEFR) for all 3rd year Bachelor’s students at Paris Descartes. The CLUE tests the four basic skills: listening comprehension, reading comprehension, written expression and oral expression. Subjects are offered by disciplinary field.

- The main exam (LC, RC, WE) takes place in early June. For candidates who have passed the main test, orals take place in mid-June.

- The Maison des Langues is responsible for administering the exams.

Website: http://www.ctl.parisdescartes.fr
Questions/answers: contact@ctl.parisdescartes.fr
Your student file

- A personalised service: access to your student file.
- You can follow every administrative step of your education at Paris Descartes, from your enrolment to your marks and exam results.
- You can also modify your addresses and phone numbers yourself.
- Once completed, any modification will be taken into account by the university for all services requiring your address.
- To access this functionality, go to the "Scolarité" (Student admin) menu of your ENT and select "Mon dossier" (My file).
- You can then choose between the different functionalities using the toolbar.

Open-access computer rooms

- The university provides you with open-access computer rooms in each department, faculty or institute.
- Computers are also freely available in the reading rooms of all our libraries with, in addition, WiFi access to connect your personal laptops. The WiFi network is available throughout the entire Paris Descartes campus, thanks to the 230 terminals installed by the university, making it one of the areas with the best coverage in Île-de-France.

The WiFi network

- In the "Aide / Wi-Fi" section of the ENT, you will find a map of the entire campus on which you can locate WiFi hotspots. The channel name is "Descartes": to connect, simply let yourself be guided by the web page that appears spontaneously as soon as you try to get Internet access through WiFi. When connecting, you need to log in using your ENT username and password.

Get yourself a computer

- Paris Descartes University provides solutions for obtaining a computer:
  - laptops on loan in some libraries (Biomedical, STAPS, etc.),
  - special deals from our partners, negotiated by the university for acquisition of IT equipment ("Vie pratique et culture / offres des partenaires" section),
  - The MIPE offer, for acquisition of a student micro-laptop:
    http://www.delegation.internet.gouv.fr/mipe/
Would you like to continue studying in a foreign country?  http://www.parisdescartes.fr
Go to the university website’s “International” section.

Would you like to play a sport?  http://www.suaps.parisdescartes.fr/
SUAPS is at your service, offering many different sporting activities (from January 2011: vie étudiante [student life]/Sport section).

Do you need career guidance?  http://www.sofip.parisdescartes.fr/
SOFIP is at your service, to help you choose your course of studies and transition into working life (from January 2011: Insertion [Careers] section).

Are you looking for information on the C2i?  http://c2i.parisdescartes.fr/
Are you looking for a student job, internship, or permanent employment?
In the ENT, go to “Jobs et annonces étudiants” news and the “Réseau pro” section.

Do you have health problems?  http://www.siumpps.parisdescartes.fr/
The preventive medicine service is there to support and assist you.

Do you need assistance to continue studying? http://www.parisdescartes.fr
Social workers are available (“vie étudiante” [student life] section).

The DEVU’s foreign student support service is there to help you with all your administrative procedures and practical issues: “International” section.

Do you have a disability?  http://www.parisdescartes.fr
You can find assistance at Paris Descartes’ “accueil handicap” [disability support]; “vie étudiante” [student life] section.

Would you like cheap tickets to the theatre or a museum?  http://www.parisdescartes.fr
The culture kiosk offers discounted cultural activities: “vie étudiante” [student life] section.

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The media library is open to all: http://mediatheque.parisdescartes.fr
The Paris Descartes Notebooks are open to all:  http://blogs.parisdescartes.fr/

Contributors: Fabienne Leroy Carat and Christian Fondrat.

Users' rights and digital identity

Your digital identification
Along with your student card, the university provides you with an ID number to open your email account. Please note that your ID number is unique and gives you rights according to your profile, i.e. your university course. It gives you access to the university computers, but avoid any illicit use – the university can track your activities.

The right to access is strictly personal and engages your responsibility. You must never use another person’s account or give out your access codes.

The acceptable use policy
The use of computer media implies respect for the following rules:

⇒ ensure that the codes entrusted to you personally remain confidential;
⇒ do not use another identity or hide your own identity. Do not lend your ID or password to anyone;
⇒ sign out when leaving your workspace to protect your personal data;
⇒ store IT equipment or hardcopy containing confidential data carefully;
⇒ secure your IT equipment by installing an anti-virus / firewall;
⇒ ensure that confidential information can not be accessed by a third party;
⇒ do not voluntarily introduce malicious code into the university’s computer resources and do not insert tools enabling illegal entry into the university’s computer resources;
⇒ do not install hardware or software on the university network without being asked to do so;
⇒ prefer a secure connection (https) for your email account.

Rules of electronic communication
The use of email involves certain user responsibilities:

⇒ ensure that the content of communications violates neither the law in force concerning the respect of privacy, nor French and international law on the dissemination of opinion (Acts 90-615 of July 13th, 1990 and 92-1336 of December 16th, 1992);
⇒ do not infringe, by the nature of your communications, on the image and interests of the university;
⇒ do not use the university’s computer resources to distribute advertising or commercial material,
Users’ rights and digital identity

Users of software or digital resources must be aware of and respect the principles of Act 92-957 of July 1st, 1992:
- respect the licences of software used;
- do not illegally copy or recover digital works when unauthorised by their licences;
- ensure respect for anti-plagiarism rules while writing documents (dissertations, presentations, etc.).

Intellectual property

Users of software or digital resources must be aware of and respect the principles of Act 92-957 of July 1st, 1992:
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Copyright

Copyright is defined in French law in such a way that a "work" entitles its author to exclusive property rights "by the mere fact of its creation" (Intellectual Property Code, articles L111-1 and L111-2). So be vigilant and respect all documents’ copyrights.

The university’s obligations

Before using any personal data, the university must make a declaration to the Commission Nationale de l’Informatique et des Libertés (CNIL). This organism is responsible for protecting privacy and individual or public liberties within the context of ICT. If a user respects the digital users’ charters, the university must not conduct any investigation against him/her. The university must test passwords chosen by individual users and inform them in case of security risk.

The right to quote and the education exception

The right to make short quotations is an exception to the use of works placed under copyright (article L122-5). It is possible to quote a work, as long as the author and source are clearly stated and the quote illustrates an argument. Quotation for educational use is a particularity (article L122-5-3) that applies only for the purpose of educational illustration. Refer to the article to find out the limits to this exception.

Image reproduction rights

“Any person has exclusive right over his/her image and the use made of it and can oppose its unauthorised dissemination”. The law defines precisely all rights and responsibilities regarding images; refer to the legal texts or seek advice if in doubt.

Software licences

Authorisations and prohibitions related to use of a software programme are set out in its licence.

Examples of common licences:

<table>
<thead>
<tr>
<th>Licence</th>
<th>Right to run</th>
<th>Right to copy, distribute</th>
<th>Right to modify</th>
<th>Right to study the source</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Windows, Microsoft Office</td>
</tr>
<tr>
<td>Freeware</td>
<td>✓</td>
<td>(conditions may apply, restrictions often apply)</td>
<td>✓</td>
<td>✓</td>
<td>Avast</td>
</tr>
<tr>
<td>Shareware</td>
<td>✓</td>
<td>(conditions and restrictions usually apply)</td>
<td>✓</td>
<td>✓</td>
<td>Winzip, IncrediMail, Paint shop pro</td>
</tr>
<tr>
<td>Free software and open source</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Linux, OpenOffice.org, Firefox, Gimp</td>
</tr>
</tbody>
</table>
Consult a librarian online

Rue des Facs is an online question-answer service open to all students and staff of higher education establishments. Librarians from the following institutions are available to answer your questions:

the Common Documentation Services of Paris 1 Panthéon Sorbonne, Paris 2 Panthéon Assas, Sorbonne Nouvelle - Paris 3, Paris-Sorbonne, Paris Descartes, Pierre & Marie Curie, Paris Diderot, Paris 8 Vincennes Saint-Denis, Dauphine, Paris Sud Orsay, Évry-Val-d’Essonne; the Sorbonne, Sainte-Barbe, Sainte-Geneviève, Cujas, Medicine and Pharmacy inter-university libraries; the university library of languages and civilisations, the libraries of the Fondation Maison des sciences de l’homme, the National Institute of Art History, the Observatoire de Paris and Sciences Po and the CNRS libraries.

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Now students of all levels as well as faculty, whether they are based in France or abroad, can ask a librarian a question relating to any of the fields taught at university: philosophy, literature, languages and linguistics, humanities and social sciences, history and geography, economics and management, arts, medicine and dentistry, pharmaceutical and biological sciences, cosmetology, law and political science and all the exact sciences: mathematics, physics, chemistry, biology, Earth science, engineering, computer science.

Users of the service can either ask their questions in real time in a chat room or by email, in which case they will receive a reply within 72 hours. Librarians suggest a research method and supply ten or so bibliographical references relating to the question.

This service was established as part of the online services of the Paris Île-de-France Digital University, with funding from the Mairie de Paris.

http://www.ruedesfacs.fr/

The Paris, Créteil and Versailles CROUS are partners of the Paris Île-de-France Digital University. As such, they are developing digital services alongside universities, to keep you better informed, simplify your administrative tasks and contribute to your success at university.

Discover the partner CROUS at:

www.crous-paris.fr
www.crous-versailles.fr
www.crous-creteil.fr

The CROUS websites present the benefits and services they can provide, whether or not you have a scholarship or are a French or foreign student. They provide secure information that will help you save time on all sorts of procedures:

Your rights to a scholarship based on social and/or university criteria.

How to submit a scholarship application,

Student jobs,

Finding a place to live,

Where to eat.

You can find additional information at www.etudiantdeparis.fr, a website on student life in Paris run jointly by the CROUS, universities and the Mairie de Paris.

* Public bodies that run student restaurants and other student services.
Announcement channel activates the presentation of announcements. An anti-plagiarism software allows detection of similarities with texts published online. Antivirus software eliminates computer viruses. It must be updated regularly.

Blog online log book where the blog owner publishes reflections and commentary in an informal style, with readers invited to comment. Articles usually appear in reverse chronological order.

Captive portal is a device based on Web technology, which automatically redirects a user to an authentication page when they connect to a Wi-Fi network. Often used in universities and public places.

Certificate (digital) is a digital ID card that identifies an entity. Certificates are most often used to secure Internet exchanges. They are issued by recognized authorities, guaranteeing they are trustworthy.

Chat is an instant text-based communication tool.

Course platform (teaching/training) is a software environment used to create conditions for study and exchange between teachers and students.

Directory (Annuaire - LDAP) is a single repository that centralises information about people, institutions and resources. You must be in the LDAP directory to use a university service.

ENT (Environnement Numérique de Travail or Digital Work Environment) is a set of technical devices and organisational models used to educate individuals at a distance from the teaching institution. It relies heavily on the use of ICT.

Podcast is a type of audio file that allows new content to be transmitted automatically without having to connect to a website. The RSS format is used, for example, for receiving podcasts of music or voice.

Storage space is personal data space hosted by the university. It usually includes automatic backup and recovery procedures. These data are accessible from anywhere with an Internet connection.

Streaming is the process by which content (usually audiovisual content) from the Internet is accessed before it has been completely downloaded. Streaming makes it possible to skip forwards or backwards in a video or audio file, like on a DVD, without having to wait for the end of the download.

Virtual office is a computer application accessible via Internet that offers access to personal documents and data from anywhere on the Web. It enables document and diary sharing and support for collaborative work. A precursor to the ENT.

Webmail is the Web interface that allows email to be sent, consulted and filed from a Web browser once connected.

Wiki is a website construction technology enabling collective, free and egalitarian contribution.
**Webliography**

**INSTITUTIONAL SITES**
 UNPiDf: www.universitenumérique-paris-idf.fr
 Educnet: www.educnet.education.fr
 Student portal: www.etudiant.gouv.fr
 CNIL: www.cnil.fr

**OUR UNIVERSITY SITES**
 Paris Descartes : www.parisdescartes.fr
 Paris Ouest Nanterre La Défense: www.u-paris10.fr
 Paris Sud 11: www.u-psud.fr
 Paris-Est Créteil Val de Marne: www.u-pec.fr

**PARTNER SITES**
 Etudiant de Paris: www.etudiantdepas.fr
 Versailles CROUS: www.crous-versailles.fr
 Créteil CROUS: www.crous-creteil.fr

**C2I (COMPUTER AND INTERNET CERTIFICATE)**
 Ministry C2I site: c2i.education.fr

**STUDENT DIGITAL CITIZENSHIP**
 Information: cinume.unpif.fr

**UNT (DIGITAL THEMATIC UNIVERSITIES)**
 UNT portal: www.universites-numeriques.fr
 AUNEGE (économie et gestion): www.aunegge.org
 UNF3S (santé et sport): www.unf3s.org
 UNIT (sciences de l’ingénieur et de la technologie): www.unit.eu
 UGH (sciences humaines et sociales, langues et arts): www.ugh.fr

**OTHER RESOURCES**
 Sound encyclopedia run by Paris-Ouest Nanterre: www.e-sonore.org
 IUT online: www.iutenligne.net

**RUE DES FACS**
 UNPiDf’s online bibliographical request service: www.ruedesfacs.fr

**USERS’ RIGHTS**
 Internet rights forum: www.foruminternet.org

**FREE SOFTWARE**
 Framasoft: www.framasoft.net

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