






My Digital Cleanup



In a school or educational institution

Are you organizing a Digital Cleanup in your company?

Here's a memory aid:

<p>Why does my institution organise a digital cleanup</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To strengthen its approach to sustainable development <input type="checkbox"/> To raise awareness among teaching staff and students <input type="checkbox"/> To reduce its digital data storage costs and extend the life of its IT equipment
<p>Digital CleanUp Data</p>  <p>What exactly are we going to clean up?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> First, define the perimeter of the Digital CleanUp based on its relevance to your institution, feasibility, etc. Then you can choose to cleanup the data on: <ul style="list-style-type: none"> ○ Servers ○ Company fixed and portable computers ○ Cloud services ○ Telephones of students and teachers ○ Professional and personal mailboxes
<p>Digital CleanUp Reusage</p>  <p>What exactly do we do?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> First, the perimeter of the Digital CleanUp should be defined based on its relevance to your institution, feasibility, etc. Then you can choose to act in one or more ways: <ul style="list-style-type: none"> ○ Organize an awareness workshop (1 to 2 hours, on-site or remote) to understand why and how to regain control of one's smartphone ○ Protect your institution's equipment, as well as your smartphones and private computers that still work, ○ Reuse the equipment that still works within the Institution yourself, ○ Repair partially broken or malfunctioning equipment yourself, via a repair café or an authorized repairer, ○ Donate your equipment that still works to an association that needs it or to acquaintances.
<p>Digital CleanUp Recycling</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> First, define the perimeter of the Digital CleanUp based on its relevance to your institution, feasibility, etc. Then you can collect all types of digital equipment: <ul style="list-style-type: none"> ○ Fixed and portable computers owned by the institution or by students and instructors



<p>What exactly do we collect?</p>	<ul style="list-style-type: none"> ○ Tablets owned by the institution or by students and instructors ○ Telephones owned by the institution or by students and instructors
<p>Who should we call on?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Notify the IT Departement <input type="checkbox"/> Mobilize the management of the institution <input type="checkbox"/> Addressing all members of the school covered by the chosen perimeter <input type="checkbox"/> Inform the receiving parties of your approach (students and their families, and possibly associations, clubs, etc.).
<p>Digital CleanUp Data/Reuse</p>  <p>Where can we organize this?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> In physical presence <ul style="list-style-type: none"> ○ Together in a meeting room, complying with applicable health regulations (In this case, think about logistics and necessary outlets) ○ At an external partner, a repair expert, a teacher around digital responsibility ... This depends on the chosen perimeter of the Digital CleanUp ○ Everyone at their posts <input type="checkbox"/> Remotely via videoconference, depending on the Digital CleanUp's chosen perimeter
<p>Digital CleanUp Recycling</p>  <p>Where can we organise this</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Within the company <ul style="list-style-type: none"> ○ In a strategic location where many people pass by to make the collection point visible <ul style="list-style-type: none"> ▪ At the reception area of the building ▪ In the canteen ▪ In the documentation and information center ▪ At the school desks ▪ In a break room/coffee corner ○ In a designated room where you can be present and sensitize students/teachers when they come to drop off their materials
<p>When should the actions be taken?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Before March 13 <ul style="list-style-type: none"> ○ Organize a framing meeting for the event, possibly with the IT Departement ○ Define the perimeter of the Digital CleanUp ○ Communicate internally ○ Mobilize the partners ○ Prior to the operation, measure the volume of data and equipment according to the defined strategy <input type="checkbox"/> During the week of March 13 to 18, 2023



	<ul style="list-style-type: none"> ○ The institution takes action and deletes data within the chosen perimeter, at fixed times or at the discretion of each person ○ The institution implements actions to reuse equipment within the chosen perimeter ○ The institution collects equipment according to established rules <p><input type="checkbox"/> After March 18</p> <ul style="list-style-type: none"> <input type="checkbox"/> Measure and communicate the impact to the Digital CleanUp Day project team, using the form and measurement document made available on the members' area of the website
<p>Specifically, how do you proceed?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Use the resources available <ul style="list-style-type: none"> ○ The manuals (as inspiration or to make available to the participants) to carry out the cleaning according to the chosen perimeter and to measure the data before and after the Digital CleanUp. ○ The manuals to give your digital equipment a second life and a decision tree to help you assess the type of equipment collected ○ The sensitizing agents ○ The official logo to be displayed on the various internal or external communication media related to the event. <input type="checkbox"/> Record your measurements on the form provided <input type="checkbox"/> Go even further by drawing up a charter of good practices for the future and reviewing processes.



Thanks to all those who contributed to this document

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Sources : [INR](#) → <https://digital-cleanup-day.fr/> and <https://cyberworldcleanupday.fr/>

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World CleanUp Day : <https://www.worldcleanupday.org/>

Digital World CleanUp Day (international website) : <https://www.digitalcleanupday.org/>

ISIT-BE: Belgique: 7 Rue Joseph Stevens | 1000 Bruxelles - <https://isit-be.org/>