My Digital CleanUp

Individual

Are you organizing a Digital Cleanup in your company?

Here's a memory aid:

Why am I organising a digital cleanup	❑ To **become aware** of the ecological impact of IT ❑ To take **concrete action** against my carbon emissions ❑ To **raise awareness** of my environment ❑ To **extend** the life of its IT equipment

Digital CleanUp Data
 	
What exactly are we going to clean up?
	❑ First, define the **perimeter** of the Digital CleanUp based on its relevance to you and your environment, feasibility, etc. Then you can choose to clean up the data from your:
	  o **Computer** and **cloud services**
	  o **Mailboxes**
	  o Portable **phones and tablets**
	  o **Social networks**

Digital CleanUp Reusage
 	
What exactly do we do?
	❑ First, the **perimeter** of the Digital CleanUp should be defined based on its relevance to you and your surrounding environment, feasibility, etc. Then you can choose to act in one or more ways:
	  o **Organize an awareness workshop** (1 to 2 hours, on-site or remote) to understand why and how to regain control of one's smartphone
	  o **Protect** your smartphones and computers that still work,
	  o **Reuse** the equipment that still works en is collecting dust in your drawers
	  o **Repair** partially broken or malfunctioning equipment yourself, via a repair café or an authorized repairer,
	  o **Donate** your equipment that still works to an association that needs it or to acquaintances.

Digital CleanUp Recycling	❑ First, define the **perimeter** of the Digital CleanUp based on its relevance to you and your surrounding environment, feasibility, etc. Then you can collect all types of digital equipment:
	  o Fixed and portable **computers**
	  o **Tablets**

ISIT ◎ Institute for Sustainable IT

What exactly do we collect?	○ **Telephones**
Who should we call on?	❑ Close and distant relatives ❑ Friends ❑ Group members through social networks ❑ Neighbors ❑ Members of our associations
Digital CleanUp Data/Reuse **Where** can we organize this?	❑ **At your home or with friends** ○ Everyone together in front of the computer or on the phone ❑ In a community center or club room ❑ **Remotely** via video conference, depending on the perimeter of the Digital CleanUp chosen ❑ By setting up a group through social networks

Digital CleanUp Recycling
 	
Where can we organise this
	❑ **At your home or with friends**
	    ○ Collect non-functional equipment (WEEE) together in a box
	❑ **At a collection partner's house**
	    ○ Take the equipment to an authorized collection point near you

When should the actions be taken?	❑ **Before March 13**
	    ○ **Defining the perimeter** of the Digital CleanUp (cell phone? Computer? Social networks?)
	    ○ **Talking about it** in your environment
	
	❑ During the **week of March 13 to 18, 2023**
	    ○ Giving the **starting shot**
	    ○ Prior to the operation, **measure** the volume of data and equipment according to the defined strategy
	    ○ **Delete data** within the chosen perimeter, at a common time (1 or 2 hours, for example) or at the discretion of each person
	    ○ Define **actions for equipment reuse** within the chosen perimeter
	    ○ **Collection of equipment** in according to the established perimeter
	    ○ Meet at the end of the time slot, or at the end of the day, to measure the data removed and the number of devices reused or collected.

	❏ **After March 18** ❏ **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

Specifically, **how** do you proceed?	❏ Use the **resources** available
	    o 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.
	    o The **manuals** to give your digital equipment a second life and a decision tree to help you assess the type of equipment collected
	    o The **sensitizing agents**
	    o The official **logo** to be displayed on the various internal or external communication media related to the event.
	❏ **Record your measurements** on the form provided
	❏ **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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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/