My CyberCleanUp - *In schools*

Business schools, engineering schools, primary schools, elementary schools, high schools, etc. You want to organise a CyberCleanUp in your school? Here's a practical checklist:

Why is my school organising a Cyber CleanUp?	❏ To strengthen its **CSR approach** ❏ To **raise awareness** among its staff, teachers and students. ❏ To **reduce storage costs** and extend the life of IT equipment

What exactly do we clean?	❏ **The scope** of the Cyber Clean Up should be defined according to its relevance to the establishment, ability to do etc:
	
	    ❏ **Servers**
	    ❏ **Computers** of the school
	    ❏ **Cloud** services
	    ❏ **Email** boxes (individual and professional)
	    ❏ **Phones** of the students and teachers

Who should be involved?	❏ Inform the person(s) in charge of **IT** ❏ Inform the **management** of the establishment ❏ Address all the people concerned by the chosen scope: **teachers, students, facilitators,** etc. ❏ Inform **stakeholders** of the initiative (parents, associations, clubs, etc.) ❏ In case of questions, contact the Cyber World CleanUp Day team at contact@cyberworldcleanupday.fr

Where can it be organised?	❏ **Within the school**
	    ❏ In class
	    ❏ Together in a meeting room, in compliance with the sanitary instructions in force. (Think about the logistics and the necessary plugs if if applicable)
	
	❏ **Remotely** by videoconferencing

When are the actions to be	❏ **Before March 14th**

taken?	❏ **Register** my school's Cyber CleanUp on www.cyberworldcleanupday.fr ❏ Organise a **scoping meeting** for the event with the office and the person(s) in charge of IT if applicable ❏ **Define** the **scope** of the CleanUp ❏ **Communicate** internally ❏ **Mobilise** partners of the establishment ❏ During the **week of 14-20 March 2022** ❏ **Measure** the volume of data before the operation according to the defined strategy ❏ The school mobilizes and **deletes its data** in the chosen perimeter on defined time slots or at the free choice of each ❏ **After the 20th of March** ❏ **Measure** the impact and **communicate it** to the Cyber World CleanUp Day project team
How much data is cleaned?	❏ **Measure its data** before and after the operation to know the volume cleaned.
How can this be done in practice?	❏ Use the **resources** available at www.cyberworldcleanupday.fr ❏ The **guides** for cleaning up according to the chosen perimeter (for inspiration or to be made available to participants where appropriate) and measuring data before and after the CleanUp. ❏ The standard **powerpoint** presentation for the kick-off meeting ❏ **Awareness raising** resources ❏ The official **logo** to put on my various internal or external communication materials about the event. ❏ **To note its measures** on the dedicated Excel sheet ❏ **Go further** by producing a charter of good practice for the future and reviewing processes.

Thanks to the contributors

Jérôme - Christelle - Kevin GUERIN – Jules Delcon

License to use

[CC-by-nc-sa (Attribution-NonCommercial-ShareAlike)](#)

Do you have a question or an idea to improve this guide? Do not hesitate to contact us at the following address: **contact@cyberworldcleanupday.fr**

And follow us on social networks

WCUD – France : 75 Rue Léon Gambetta 59000 Lille – www.worldcleanupday.fr
INR : 23 avenue Albert Einstein | BP 33060 - 17031 La Rochelle – www.institutnr.org