**ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 3 -6)**

**I agree to follow the rules set out below when I use the Department-provided online services:**

* I will keep my password private and not share with other students.
* I will not let other people logon and/or use my online account.
* I will tell the teacher if I think someone is using my online account.
* If I find any information that is inappropriate or makes me feel upset or confused I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
* I understand the school and the Department of Education can monitor my use of online services.
* I will use appropriate language in all internet communications.
* If I use other people’s work taken from the internet as part of my own research and study I will acknowledge them as the owner.
* I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
* I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

**I understand that:**

* I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account;

* If I misuse any online services I may be held liable and the principal may take further action.

Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office use only: Processed on: / / by (initials):

Note: This agreement should be filed by the school and a copy kept by the student.