ACCEPtable Usage Agreement for Primary Students Year 4-7

If you use the online services of the Department of Education you must agree to the following rules:

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anybody else know my password.
- I will not let others use my online services account unless it is with the teacher’s permission.
- I will not access other people’s online services account.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education may see anything I send or receive using the email service.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the internet, I will say where it comes from.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- The misuse of online services may result in the withdrawal of access to services and other consequences dictated in Schools policy; and
- I may be held legally liable for offences committed using online services.

I agree to abide by the acceptable usage agreement for school students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department’s Behaviour Management in Schools policy.

Name of Student: ________________________________
Signature of student: _____________________________ Date: __________________

NOTE: This agreement should be filed by the teacher and a copy provided to both the parent and the student.

Office use only: Date Processed: ____________________ Processed by: ________________
Permission for Students to have an Online Access

Please write the name using one capital letter per box

Student’s First Name

Student’s Last Name

Student’s Preferred Name

School

Room Number

Parents / Responsible Persons
Do you give permission for your child to have an online services account? Yes / No

I agree to and understand the responsibilities my child has using the online services provided at school for educational purposes in accordance with the acceptable usage agreement for school students. I also understand that if my child breaks any of the rules in the agreement, that the principal may take disciplinary action as provided in policies of the school of the Department of Education.

Name of Parent or Responsible Person: ______________________________________

Signature of Parent or Responsible Person: ___________________________________

Date: __________________________

Note: While every reasonable effort is made by schools and the Department of Education to prevent students exposure to inappropriate online contact when using the Department’s Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.

Office use only: Date Processed: 

Processed By: