



Acceptable Usage Agreement For Primary Students Years 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 computers 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 accounts
- 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 the school’s 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:

[Please return this form to the school office]