



Online Services Acceptable Use Agreement

Our school provides access to Department of Education online service. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

The Department of Education's online services currently provide students with access to:

- Individual email and calendar accounts;
- The internet. With all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- Online teaching and learning services such as Connect, web-conferencing and digital resources;
- Online file storage and sharing services; and
- These online services at locations other than school.

If you agree to your child using these online services, please sign the Online Services Acceptable Use Agreement form and complete the permission slip attached. Please explain the content of the Online Services Acceptable Use Agreement to your child before you sign the permission slip.

Please note that while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using Department of Education provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department of Education has the right to review, audit, intercept, access and disclose messages created, received or sent over the Department of Education online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to the provisions of the *Freedom of Information Act 1992* (www.foi.wa.gov.au).

You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department of Education. The Department of Education encourages close family supervisions of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can be found on the Office of the E-Safety Commissioner website (www.esafety.gov.au/parent).

Parent/Caregiver

I give permission for my child to have an online services account.

I DO NOT give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at Thornlie Primary School for educational purposes, in accordance with the Online Services Acceptable Use 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 in accordance with the Department of Educations' *Student Behaviour Policy and Procedures*.

Name of parent/caregiver: _____

Signature of parent/caregiver: _____ **Date:** _____

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content 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 at home.



Online Services Acceptable Use Agreement

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

- I will only use online services for purposes which support my learning and educational research.
- 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. Examples of inappropriate content include violent, racist, sexist or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- I will acknowledge the creator or author of any material used in my school work that I copy from the internet.
- I will take care of the computers, computer systems or computers networks of the school, the Department of Education or any other organisation and not try to damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will not use any online service to be mean, rude or unkind about other people.
- I will not use the Department of Education's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computer or networks.
- I will use appropriate language in all internet communications.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will not try to access internet sites that have been blocked by the school or the Department of Education.

I understand that

- Thornlie Primary School and the Department of Education can monitor my use of online services. If I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.
- 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.

Student Name: _____

Signature of parent/caregiver: _____

Date: _____

Office use only:

Processed on: / / by (initials):