**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.

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| --- |
| **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.*