**Online SERVICES acceptable use agreement**

***All Students, Years K-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.
* I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe when using online services.
* I will say where other people’s pictures or words come from if I copy them from the internet to use in my work.
* 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 when using the school’s computer equipment.
* I will not use any online service to be mean, rude or unkind about other people.

I understand that 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.

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| **Name of student: Year:** |
| **Signature of parent: Date:** |
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***Students Years 3-6 only***

* If I find 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 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.
* 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: Year:** |
| **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.*