



YEAR 4 – 12 INTERNET USAGE AGREEMENT

ONLINE RULES

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 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 email or online file storage services.
- 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 will be mindful of the possible problems caused by sharing or transmitting large files online

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 outlined 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: _____ **Student Signature:** _____

Signature of Parent: _____ **Date:** _____