

ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS 4-6

Student Name _____

To use the online services of the Department of Education you must agree to the following rules:

- I will use a school computer only with permission from the teacher
- I will follow all instructions from teachers when using school computers
- I will not let anyone else know my password
- I will not let others use my online services account unless it is with the teachers 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 accessing 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 any personal information including names, addresses, credit card details, photographs and telephone numbers of myself and others
- I will not damage or disable computers, computer systems or computer networks of the school, the Department of Education or any other organisation. I will not change the computer settings or remove any identification stickers

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 schools policy
- I may be 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.

Student Name _____

Student Signature _____ **Date** _____