

## ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS K-3

### On-line Rules for students in K – 3 (Parents to discuss with their child/ren)

I agree to follow the on-line rules set out below when I use the internet or our log-on account:

- I will ask the teacher first before using the school computer.
- I will not give my password out to others.
- I will not let other people log-on to my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my log-on account.
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will only use work from the internet if I have asked the teacher.
- If I download work or pictures from the internet I will say where it comes from.
- I will get the permission of my teacher before I print anything.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
- I will take care when using computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

*I understand that:*

- If I use the internet or my log-on account in a way that I shouldn't, I may not be able to use these in the future.

## ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS 4-7

### On-line Rules for students in 4 - 7 (Parents to discuss with their child/ren)

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 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 & 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.
- I will get the permission of my teacher before I print anything.
- 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.
- I will not use the school computers to be mean, rude or unkind about other people.

*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 Schools policy & I may be held legally liable for offences committed using these services.

-----✂ cut here and return bottom section to class teacher-----fill in both sides of the sheet-----

#### **CONSENT FORM - ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS**

*I give permission for my child to use online services for educational purposes.*

*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:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Year group:** \_\_\_\_\_

**Signature of student (if applicable):** \_\_\_\_\_

**Parent/Carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*PARENTS\*\***

**PLEASE TURN SHEET OVER AND  
READ AND SIGN 'PERMISSION TO  
PUBLISH STUDENTS' WORK'**

Office use only: Processed by (initials): \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_