

ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS K – 6)

I agree to follow the rules set out below when I use the Department-provided online services:

- I will seek permission from teaching staff before accessing online services using school equipment such as computers or iPads.
- I will not share my password with others, and I will keep it private.
- 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 my teacher about it.
- If I download material or pictures from the internet as part of my research and study, I will acknowledge where it has come from.
- I will check with the teacher before sharing information about myself or others when using online services. Examples include my name, phone number, address, my school's name or photographs.
- I will take care of all computers and systems when using them and will not make changes to any computer settings.
- I will use appropriate language in all communications when using technology and avoid being mean, rude or unkind to others.

I understand that:

- The school and Department of Education monitor my use of online services.
- I am responsible for my actions while using my online account or if I allow others to use my account.
- If I misuse online services, further actions may be taken and my access to online services may be withdrawn.

Name of student: _____

By signing the below, I agree that I have read this agreement with my child and ensured they understand the responsibility of accessing online services.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Office use only:

Processed on: / / by (initials):

Note: *This agreement will be filed by the school and a copy kept by the student's teacher.*