

# ONLINE SERVICES ACCEPTABLE USE AGREEMENT



If you use ICT and the online services of the Department of Education and Training and Southern River College you must agree to the following rules:

I will:

- Not let others use my logon and/or online services account or provide my password to others.
- Only use online services for purposes which support my learning and educational research and do not access internet sites that have been blocked by the school or the Department of Education.
- Check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- Acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- Get permission from the copyright owner of any material used in my school work before I reuse it in a portfolio for employment, in a competition or any other uses other than for my private research and study.
- Follow the SRC Guidelines for Online Discussions by using appropriate and courteous language in all Internet communications.
- Be mindful of the possible problems caused by sharing or transmitting large files online.
- Follow the instructions of teachers and only use ICT and online services for purposes which support my learning and educational research.
- Make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- Not access other people's online services accounts.
- Not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education and Training.
- Not damage or disable the computers, computer systems or computer networks of the school, the Department of Education and Training or any other organisation.
- Not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- Not use or distribute material from another source unless authorised to do so by the copyright owner.
- Not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- Tell a teacher if I find any information that is inappropriate or makes me feel uncomfortable about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- Tell my teacher and/or the ICT Technician if I think someone has interfered with or is using my logon and/or online services account.

I understand that:

- I am held responsible for my actions while using my online services account and for any breaches caused by allowing any other person to use my online services account;
- I will be held legally liable for offences committed using online services.
- I must have a USB drive to manage my data.
- The misuse of online services, as monitored by the school and Department of Education, may result in disciplinary action, determined by the principal in accordance with the Department's Behaviour Management in Schools policy; and
- The school and the Department of Education and Training may monitor any information sent or received and can trace activity to the online services accounts of specific users.

I understand that the following activities are NOT allowed:

- Airdrop or Bluetooth
- Distributing multimedia or software
- Downloading software or software updates
- Making purchases online
- Messaging
- Playing preinstalled or online games
- Proxy sites
- Social networking (Facebook, Instagram, Snapchat and YouTube are banned specifically)
- Streaming/Watching music or videos

# ONLINE SERVICES ACCEPTABLE USE AGREEMENT



I understand that if I have a personal device, e.g. MacBook, that I will:

- Be monitored to ensure appropriate use.
- Be responsible for the device at all times.
- Bring the device to school daily fully charged and functional.
- Follow teacher instructions when using the device at school.
- Have monitoring software installed to monitor appropriate use at school.
- Keep it in a hard cover when not in use.
- Make regular backups of my work.
- Not loan or share my device.
- Not use it during recess or lunch unless I am in a designated area.
- Use the device for only school related activities.
- Ensure an approved antivirus is installed and kept current

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## PARENT/GUARDIAN AND STUDENT ACKNOWLEDGEMENT & PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

### Parent

- I give permission for my child to have an online services account.
- I DO NOT give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Online Services Acceptable Use Agreement for school students.

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.

### Parent & Student

I agree to follow the rules and guidelines in the **Online Services Acceptable Use Agreement** for school students at Southern River College.

I understand that if I 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.

**Full name of student:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent/Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_