

By using the online services provided by the Department of Education you agree to the following:

- 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 Department of Education may see anything I send or received 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 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 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; and
- I may be held legally liable for offences committed using online services.

*Please refer to page 7 of the enrolment for – “Acceptable Network Usage Policy” – for consent.*

Principal