

Student Internet and Online Permission Letter Acceptable Use

Responsible Student Internet Use

- When using the school computers/devices, I will use the school computers/device, only with the permission of a teacher, and I will follow all instructions from teachers/adults when using school computers/devices.
- I will ask permission before entering any web site, unless my teacher has already approved that site, or it is directly related to my appropriate search criteria.
- On a network, I will use only my own login and password, which I will keep secret, and not share with others. I will not look at or delete other people's files, or access other peoples' accounts. I will not use another student's log-on username or password.
- I know that I am responsible for anything that happens when my online account is used by somebody other than myself, and that I will tell my teacher if I think someone is using my online account.

I Understand that

- The school and the Department of Education may see anything or any actions that I do on the computer/device, and that I will be held responsible for my actions while using online and offline services.
- The misuse of online and offline services will result in the withdrawal of access to services and other consequences (Blue, Green or Pink behaviour management procedures) and I will be held accountable for anything committed using online or offline services.

Student Personal Safety

- I will not damage, vandalise, or disable the computers/devices, computer systems or computer networks of the school or the Department of Education.
- If I see anything I am unhappy with or I receive popup messages I do not like, I will tell a teacher immediately.
- I will not access any e-mail account (Hotmail, Yahoo Mail, etc) including private home, family or friends accounts whilst accessing the school computers/devices, or the part of a Web site that requires me to log-on, or use my membership details, or complete online forms that require personal information (yours or others).
- I will not access any Internet chat, Messenger (MSN), or social media sites (Facebook, MySpace, Bibo etc).
- I will not download or view any video unless I have permission from the teacher.

Illegal Activities

- I will not attempt to gain unauthorised access to any computer system through or go beyond the school authorised access account. This includes attempting to log in through another person's account or access another person's files, and my actions will not be tolerated, even if only for the purposes of "browsing".

Inappropriate Language

- I am aware that restrictions against Inappropriate Language apply to public messages, private messages, material posted on Web pages, typed on the computer or saved in documents.
- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language whilst using the computer.
- I will not post information that could cause damage or danger or disruption to others.
- I will not engage in personal attacks, including discriminatory attacks and bullying.
- I will not harass another person. Harassment is acting in a manner that distresses or annoys another person.
- If I am told by a person to stop doing something because of my inappropriate actions, I must stop immediately.

Plagiarism and Copyright Infringement

- I will not download or save information from the Internet and claim the information as my own.
- I will only download and save materials from the Internet that my teacher has allowed me to download.
- 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, and acknowledge the creator or author of any material published.
- I will gain permission before electronically publishing users' works or drawings.

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Step 1: TO BE COMPLETED BY THE STUDENT

I have understood the School Internet Policy (incl Social Media Policy) as fully explained to me by my teacher. I understand that any breach (breaking the rules) when accessing the Internet or computer will result in loss of privilege (not allowed to use), and or disciplinary action determined by the School in accordance with the *School's Behaviour Management Policy* as well as the Departments *Information Communication and Technology Policy*.

Student Name

Student Sign

Date

Step 2: TO BE COMPLETED BY THE PARENT

Parent Name

Parent Sign

Date