



ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 7-12)

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

Students

- will only use online services for purposes which support their learning and educational research.
- understand that they are responsible for all activity in their online services account.
- will check with the teacher before sharing images or giving information about themselves or anyone else when using online services.
- will keep their password private and not share with other students.
- will not let other people log on and/or use their online account.
- will tell the teacher if they think someone is using their online account.
- understand the school and the Department of Education can monitor their use of online services.
- If they find any information that is inappropriate or makes them feel uncomfortable they will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- will acknowledge the creator or author of any material used in their research for school work by using appropriate referencing.
- will get permission from the copyright owner of any material used in their school work before they reuse it in a portfolio for employment, in a competition or any other uses other than for their private research and study.
- will use appropriate language in all internet communications.
- will not try to access internet sites that have been blocked by the school or the Department of Education.
- will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

Students should understand that:

- They will be held responsible for their actions while using online services and for any breaches caused by allowing any other person to use their online services account;
- the misuse of online services may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy; and
- They may be held liable for offences committed using online services.

Memorandum of Understanding

As a part of the student's enrolment students and parents have been asked to sign the following memorandum of understanding:

Before using your own device at school the following procedures must be followed and adhered to:

- Each student and a parent/guardian will need to sign a **Memorandum of Understanding** acknowledging that they accept the terms and conditions under which the student owned device may be used on the Department network.
- The device is only to be switched on for educational use. This will occur after asking permission from their teacher or requested by the teacher. The device must remain switched off at all other times.
- Devices are **not** to be used for messaging, social media, or phone calls.
- You must not film, record or take images or videos unless it is supervised by the class teacher and directly a part of the class program.
No photos or videos are to be shared or uploaded to the internet or any social networking sites (eg Facebook, SnapChat, Twitter, Instagram etc)
- Devices are not to be used out of class time (before school, recess, lunch) unless specifically requested by a teacher in order to do school work – this must be done in a supervised classroom.
- Student owned devices are not licensed to use software under any of the Department's Enterprise Agreements.
- Student owned devices are not licensed to use any other school owned or purchased software.
- You must not access Facebook, any other social media sites or any site that is not directly part of the school educational program and has been directed by a teacher.

Misuse of Devices:

- If you misuse your device it will be confiscated and sent to Student Services.
The device may be collected by the student from Student Services at the end of the day.
- Second offence, the device may only be retrieved by a parent or guardian.
- Breaches of this policy will be treated as any other breach of school rules.