



ONLINE SERVICES ACCEPTABLE USE AGREEMENT (Y3-Y6)

When I use Lake Monger Primary School's computers or tablets, I agree that:

- I will use the school's computers and tablets carefully and only with the permission of a teacher.
- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my account.
- 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 a teacher about it.
- I know that I am responsible for anything that happens when I am logged onto the school's computers and tablets and that the Department of Education can monitor my use of online services.
- I will make sure that anything I write on a computer or tablet is polite and respectful and is not mean, hurtful or harmful to others. I will only use language that I am allowed to use in my classroom.
- If I use other people's work taken from the internet as part of my own research and study, I will acknowledge them as the owner.
- I will ask the teacher for permission before I copy, download or print any material from the internet, or upload any material to the internet.
- I will ask the teacher for help if I am not sure about something, even if I think I have done something wrong.

I understand that:

- what I do on the school's computers and tablets is not private. The school and the Department of Education may see anything I do on the computers and tablets.
- If I do not follow the rules, I may not be allowed to use the school's computers and tablets and further steps may be taken.

Name of student: _____

Signature of student: _____

Name of parent: _____

Signature of parent: _____

Date: _____

Office use only:

Processed on: / / by (initials):

Note: *This agreement should be filed by the school and a copy kept by the student.*