

Student Internet and Online Permission Letter Acceptable Use

(Part 1)

Yr 4 - 6

Responsible Student Internet Use

- When using the school computers, I will use the school computer only with the permission of a teacher, and I will follow all instructions from teachers when using school computers.
- 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 and that I will provide a plan before entering any Web site, unless the teacher has already approved that site. That I will only download materials that are school related.
- On a network, I will use only my own login and password, which I will keep secret, and not share with others, and 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 will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education and Training or any other organisation.

I Understand that

- I know that the school and the Department of Education and Training may see anything I send or receive using the email service.
- 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;
- That 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.

Student Personal Safety

- I will not post or disclose personal contact information about themselves or other people. Personal contact information includes address, telephone, etc, financial details and images.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately. I know that the school can check my computer files and log-ons, and may monitor the Internet sites I visit.
- I will only e-mail people I know, or my teacher has approved through a ICT Committee approved email delivery system
- 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 not use any e-mail account (Hotmail, Yahoo Mail) not authorised by the teacher, including private home, family or friends accounts.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat, or access MSN Messenger.
- I will not complete online forms that require personal information.
- I will use the part of a Web site that requires a log-on, or membership details.
- I will not join a website through the previous registration of details that has originated outside of school by myself, family or friends.

Illegal Activities

- I will not attempt to gain unauthorised access to any other 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.
- My Illegal 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, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- I will not post information that could cause damage or a danger of disruption.
- I will not engage in personal attacks, including prejudicial or discriminatory attacks.
- I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- If I am told by a person to stop sending messages, or other illegal actions, I must stop.

Plagiarism and Copyright Infringement

- That I will not download or save information from the Internet and claim the information as my own.
- That I am aware of the school policy with regard to what material that can be taken from the web.
- 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
- Gain permission before electronically publishing users' works or drawings

Student Internet and Online Permission Letter

(Part 2)

Yr 4 - 6

STEP 1: TEACHER - PERMISSION TO USE THE INTERNET

I have read the School Internet Policy to the Student, and fully explained all the details within it to them, and give this student Permission to use the Internet.

Teacher Signed	Teacher Dated

STEP 2: TO BE COMPLETED BY THE STUDENT

I have understood the School Internet Policy as fully explained to me to by the Teacher and my parent or guardian. I understand that any breach (**breaking the rules**) when using the Internet or computer could result in Loss of Privilege (**not allowed to use**), and or disciplinary action determined by the School Principal in accordance with the *Department's Behaviour Management in Schools* policy.

Student Signed	Student Dated

STEP 3: PARENT/GUARDIAN PERMISSION TO USE THE INTERNET

I have read and understood the school rules for responsible Internet use and give/do not give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

Parent Signed	Parent Dated

STEP 4: ACTIVATION OF STUDENT ACCOUNT

The ICT COORDINATORS will activate the account once this permission letter has been handed back to the Class Teacher completed.

A Full copy of the Port Kennedy Primary School Internet Policy Acceptable Use Policy can be obtained from the Front Office if you wish to read the complete Policy.