



ICT SERVICES PROVIDED BY THE DEPARTMENT OF EDUCATION

Dear Parents/Carers

Our College provides access to Department of Education (DoE) Information and Communication Technologies (ICT) online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as *Connect*, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

For your child to be given access to DoE online services we need you to read and sign this document.

Please explain this information, rules, responsibilities and consequences to your child before you both sign, so that online account/s can be created/maintained for your child.

Note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department-provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the *Freedom of Information Act 1992*.

You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can be found on the Office of the E-Safety Commissioner website (www.esafety.gov.au/iparent).

DoE ONLINE SERVICES ACCEPTABLE USE AGREEMENT

- I will only use online services for purposes which support my learning and educational research.
- I understand that I am responsible for all activity in my online services account.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I understand the school and the Department of Education can monitor my use of online services.
- If I find any information that is inappropriate or makes me feel uncomfortable I 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.
- I 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.
- I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- I will get permission from the copyright owner of any material used in my school work before I reuse it in a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will use appropriate language in all internet communications.
- I will not try to access internet sites that have been blocked by the school or the Department of Education.
- 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 also 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 withdrawal of access and/or disciplinary action, determined by the Principal in accordance with the Department's Behaviour Management in Schools policy, and that I may be held liable for offences committed using online services.

I agree to follow the rules set out above when I use Department-provided online services:

Student Name	
Student Signature	
Parent Name	
Parent Signature	
Date	

