Dear Parent / Guardian

Our school has access to the online services provided by the Department of Education and Training. These increase the range of teaching tools available to staff and will enhance the opportunities available to students.

The Department's online services currently provide:

- individual email accounts for all students and staff;
- access to the internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school;
- access to email services from home if the home computer is connected to the Internet;
- access to the Online Teaching and Learning System (OTLS); and
- access to Instant Messaging.

If you agree to your son or daughter making use of these online services, please complete the permission slip attached to this letter. You will need to ensure that your son or daughter reads and / or understands the acceptable usage agreement, also attached to this letter, before the permission slip is signed. Both signed documents should be returned to your child's Learning Area teacher so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure.

You should also be aware that general Internet browsing by your child from home or locations other than school is not monitored or filtered by the Department since it is not conducted via the Department's online services and that you are responsible for supervision of your child's use of the internet from home.

Thank you for your support with this matter. Please contact your child’s teacher or the school administration team if you have any questions regarding any aspect of this process.

Yours sincerely

Mr Geoff Hood
Principal
Student Internet User Agreement

I agree to follow the online rules set out below when I use the internet or a log-on account:

Communicating with Clarity and Precision while Taking Responsible Risks
- I will ask the teacher first before using the school computer.
- I will ask the teacher before opening and saving work to my thumb drive.
- I will not let other people log-on to my account without checking with the teacher first.
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will tell the teacher if I think someone is using my log-on account.
- I will only use work from the Internet if I have asked the teacher.

Managing Impulsivity
- I will not give my password out to others.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
- I will only use my thumb drive to open and save work unless instructed otherwise by the teacher.
- I will only use my user name and password when logging on to a computer unless instructed otherwise by the teacher.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the computers to be mean, rude or unkind about other people.

Thinking about your Thinking
- If I download work or pictures from the Internet I will say where it comes from.
- I know that I am responsible for anything that happens when my online services account is used.
- I know that the school and the Department of Education and Training may see anything I send or receive using the email service.
- I know that I am responsible for what is saved on my thumb drive.

I understand that:
- That the misuse of online services may result in the withdrawal of access to services and other consequences in accordance with the Bertram Primary School Behavioural Management Policy.

I agree to abide by the acceptable usage agreement for school students.
I understand that if I am given an online service account and break any of the rules in the agreement; it may result in disciplinary action, determined by the school administration in accordance with the Department’s Behaviour Management in Schools policy.

Name of student: ___________________________       LA_______       Date: _____________________
Student signature: ___________________________
Name of Parents/Guardians: ______________________
Parents/Guardians signature: ___________________________       Date: _____________________

Permission to access online services

S:\Administration Staff\100 Administration\109 Policy\2010\Student Internet User Agreement.doc
Permission for students to have an online services account

Student's first name

Student's last name

Student's date of birth

I agree to and understand the responsibilities my child has using the online services provided at school for educational purposes in accordance with the acceptable usage agreement for school students. I also understand that if my child breaks any of the rules in the agreement, that the principal may take disciplinary action as provided in policies of the school or the Department of Education and Training.

Name of parent or guardian:

Signature of parent or guardian: ____________________________ Date: ____________________________

Note: while every reasonable effort is made by schools and the Department of Education and Training to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.

Office use only: Date processed: / / Processed by (initials):