



ONLINE SERVICES ACCEPTABLE USE AND THIRD-PARTY SERVICES AGREEMENT

Dear Parents and Guardians,

Our school provides access to Department of Education 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. In addition, your child may access audio-visual content as part of the school program.

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.

Please 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*. (www.foi.wa.gov.au)

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 found on the Office of the E-Safety Commissioner website (www.esafety.gov.au/iparent).

Kind regards,

Damian Shuttleworth
Principal



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By accessing online services all students agree to the following rules:

- 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 schoolwork by using appropriate referencing.
- I will get permission from the copyright owner of any material used in my schoolwork 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 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 disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy; and
- I may be held liable for offences committed using online services.

Parents understand that:

- I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use 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 in accordance with the Department's Student Behavior Policy and Procedures.
- Carine Senior High School uses online educational resources and cloud-based storage to improve student learning or school administration. These providers may require personal information to be disclosed to them relating to both students and parents, such as student name, gender, student ID, age/date of birth, year group school/teacher, photos, parent details, address, and student school email. This information may be stored outside of Australia. This list will be updated annually or as required.
- Students often watch videos, DVDs and television documentaries as part of their learning. Almost always these are 'G' rated and don't require formal parental consent. Occasionally something with a 'PG' rating is appropriate, for which we are seeking parental permission.
- I have read and agree to the use of the websites and applications as stated in the Third-Party Website and Applications listing which is available on the school website: www.carinehs.wa.edu.au/third-party-services
- I understand this list is updated periodically and available on the Carine Senior High School Website.

Note: While every reasonable effort is made by schools and the Department of Education 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 the school. The Department recommends the use of appropriate internet filtering software at home.