

If you use the online services of the Department of Education you must agree to the following rules:

- I will use the school electronic devices only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will keep my passwords to myself.
- I will not let others logon and/ or use my online services account.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education can see anything I send or receive using email or online file storage services.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written, well presented and is not harmful to other students (i.e. it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).
- If I use other people's work (including items taken from the Internet) as part of my own research and study I will always acknowledge them.
- I will obtain permission from the copyright owner for the use of their works if I included them as part of a portfolio for employment, entry for a competition or any other uses other than for private research and study.
- 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 materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will keep all my personal details to myself. This includes my name, phone number, address, name of my school, photographs or other details about myself or others.
- I will act responsibly when using electronic devices or networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people's copyright online e.g., music and video files.
- I agree to not share photos or videos that are taken at school outside of school.

I 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 will result in the withdrawal of access to services and other consequences outlined in the School's policy; and
- I will be held liable for offences committed using online services.

