16th October 2012

Dear Parent/Guardian/Caregiver

Our school now has access to the online services provided by the WA Department of Education and Training. These increase the range of teaching tools available to staff and will enhance the opportunities available to students. Onslow Primary School is an ICT enriched school and staff plan across the curriculum embedding technology in the students learning.

I am writing to you to seek approval for your child to be given access to these online services. This will involve the school using the student’s full name, preferred name, class and year to create a unique online services account.

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 make use of these online services, please complete the permission slip attached to this letter. You will also need to ensure that the student reads and understands the acceptable usage agreement, also attached to this letter, before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for the student.

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 that your child undertakes from home or from 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.

Yours sincerely

Jacqueline Barry

PRINCIPAL
# ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS 4-7

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

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anybody else know my password.
- I will not let others use my online services account unless it is with the teacher’s permission.
- I will not access other people’s online services accounts.
- 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 and Training may see anything I send or receive using the email service.
- 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 use material from web sites only if I have permission to do so.
- If I use material in my work that I have found on the web services, I will say where it comes from.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the WA Department of Education and Training or any other organisation.

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 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.

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

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Signature of student:</th>
<th>Date:</th>
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</table>

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

**Note:** This agreement should be filed by the teacher and a copy provided to both the parent and the student.
PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT

(Please write the name using one capital letter per box)

Student’s first name

Student’s last name

Student’s preferred name

School

Class ID

Parents / responsible persons

Do you give permission for your child to have an online services account? Yes / No (circle one)

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 responsible person: ______________________________

Signature of parent or responsible person: _________________________ 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.

Students

I agree to abide by the acceptable usage agreement for school students.

I understand that if I am given online services account and break any of the rules in the agreement; it may result in disciplinary action, determined by the principal in accordance with the school's student welfare and discipline policies.

Name of student: ______________________________

Signature of student: ______________________________ Date: ______________________