

# Beckenham Primary School Online Services Account Permission & Acceptable Usage Agreement for student in Years 4 to 6

Adapted from Department of Education Students Online in Public Schools Policy v3.1 and Students Online in Public Schools Procedures v3.4



Our school provides access to online services by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

Your approval is required 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 level to access their unique online service account.

The Department's online services currently provides:

- Individual email accounts for all student and staff.
- Access to the internet, with all reasonable care taken by schools to monitor and control students' access to websites while at school.
- Access to the online teaching and learning services such as web-conferencing, digital resources, and online learning activities.
- Access to online file storage and sharing services.
- Access to Portal services from home if the home computer/personal device is connected to the internet.

If you agree to your child using these online services, please complete the permission slip attached to this letter and have your child sign the 'Acceptable Use Agreement' form. Please go through and explain all the dot points in the Acceptable Use Agreement to ensure that your child understands the content before the permission is signed. Both signed documents should be returned to school 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 Department provided online services, it is not possible to eliminate the risk of such exposure.

You should be aware 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.

Yours sincerely

Nichola Butler

Principal  
2022

## Years 4 to 6 Acceptable Usage Agreement

School rules set out below when I use computers, iPads, all associated technologies, the internet, or an account:

### Equipment

- I will use computers and iPads only with permission.
- I will take care not to damage school equipment.
- I will not change the computer or iPad setting unless I am given permission.
- I will follow all instructions from teachers when using school computers and iPads.

### Security and Privacy

- I will keep my password safe and to myself.
- I will change my Department of Education Single Sign-On password a minimum of once a year.
- I will not access other people's online services account.
- I will tell the teacher if I think someone is using my account.
- I will sign out the computer when I finish my work and sign out of shared iPads.
- I will keep private information such as my full name, phone number, address, birthday and pictures off the internet unless I am given permission.
- I will not use school services to be mean, rude, or unkind about other people.
- I will ensure work I wish to publish is polite, carefully written, and well presented.
- I will reference where information, pictures and videos come from when using them in my work.
- I will ask for permission before photographing or videoing another person and not publish these online.
- I will tell the teacher if I see anything that is inappropriate.
- I will make sure that any email or message that I send is for school-related educational purposes.

### I understand that:

- If I use the internet, computer, iPad, or my log-on accounts in a way that I shouldn't, this may result in a withdrawal from these privileges.
- All digital work completed on a school iPad, computer or a school online account may be looked at by teachers and the Department of Education staff.
- Work and information I share online creates a digital footprint that may remain online forever.
- The use of smart phones and smart watches are not permitted.
- The school implements internet filters and data restrictions and recognises that no device is 100% effective, and I am asked to exercise care and responsibility when using the internet and report any sites I feel are inappropriate.
- If I have a personally owned iPad, I agree to the conditions outlined in the "Years 4 to 6 BYO iPad Program Agreement".

**Remember! Access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.**

