

Internet, Intranet and Email Agreement**Student:**

I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. As a student of Education Queensland I will be provided with a user name; password; email address; and access to the internet and emails. I understand that there are rules and expectations about how I can use these and I agree to use them in a responsible manner. I understand that the Internet can connect me to useful information stored on computers around the world.

When using the Internet or email provided by Humpybong State School I will:

- Only work on the web for the purposes specified by my teacher;
- Not undertake or look for anything that is illegal, dangerous or offensive;
- Not reveal my password or allow anyone else to use my school account;
- Not give our personal information such as my name, address, telephone number, parent's work address/telephone number, mine or anyone else's information;
- Should any offensive pictures or information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home;
- If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians;
- Always have my teacher's permission before sending email and not read, delete, copy or modify electronic mail of other users;
- Compose email messages using only language I understand is acceptable in my school;
- Not use the school's ICT devices (including the internet) to frighten, harass or annoy any other person;
- Look in my own folders and files and only save, read or print with my teacher's permission;
- Never use my EQ user name, password or email address to set up social media sites or any form of account in the Internet.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities, user name provisions, and devices inside or outside of school hours.

I understand that breaches of the rules will mean that appropriate action will be taken in line with the Responsible Behaviour Plan for Students. This may include the loss of my Internet access for some time.

I have read and understood this Internet, Intranet and email Agreement and the *Code of School Behaviour*. I agree to abide by the above rules in this Internet/Email Agreement.

Student Name: _____ Date: _____

Student Signature: _____

Deputy Name: _____ Deputy Signature: _____

Parent/Guardian Agreement:

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world; that the school cannot control what is on those computers; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by students/my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities, user name provisions, and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students. I will also advise the school if I am aware that my child has breached the use of ICT facilities, user name provisions and/or devices.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Behaviour Management Policy*. This may include loss of access and usage of the school's ICT facilities and devices for some time.

I have read and understood this Internet, Intranet and email Agreement and the *Code of School Behaviour*.

I agree to abide by the above rules in this Internet/Email Agreement.

Parent/Guardian's Name: _____ Date: _____

Parent/Guardian's Signature: _____

Deputy Name: _____ Deputy Signature: _____

The Department of Education, Training and Employment through its Information Management (IM) Procedure is collecting your personal information in accordance with the Education General Provisions Act 2006 in order to ensure:

- *appropriate usage of the school network*
- *appropriate usage of personal mobile devices within the school network.*

The information will only be accessed by authorised school employees to ensure compliance with its Information Management (IM) Procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.