

# Inglewood Primary School

An Independent Public School

34 Normanby Road Inglewood WA 6052 T +61 8 9223 9900

E Inglewood.PS@education.wa.edu.au W [inglewood.wa.edu.au](http://inglewood.wa.edu.au)



## DOCUMENTATION COVER SHEET YEAR 1 - 2

Dear Parents/ Caregivers,

Please find enclosed your ICT Information Pack. It contains important information about your child's acceptable usage of online services as well as the acceptable usage of all IT equipment accessed by your child whilst at school.

Please read all of the documentation carefully and return all signed documentation together with this cover sheet indicating documents signed and returned.

We appreciate your assistance with this.

<b>DOCUMENT</b>	<b>SIGNED</b> <i>Please tick</i> <input checked="" type="checkbox"/>	<b>RETURNED</b> <i>Please tick</i> <input checked="" type="checkbox"/>
<b>1. ONLINE SERVICES ACCOUNT AND ACCEPTABLE USAGE AGREEMENT COVER LETTER (PRIMARY STUDENTS YEARS 1-2)</b>	N/A	N/A
<b>2. PERMISSION FOR STUDENTS TO HAVE AN ONLINE ACCOUNT</b>		
<b>3. ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS 1-2)</b>		

Yours sincerely,

Kate Hingston  
Deputy Principal

3 February 2020

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## DOCUMENT 2:

### Permission for students to have an online services account Yr 1-2

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

#### Student's first name

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#### Student's last name

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#### Student's preferred name

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#### School

I	N	G	L	E	W	O	O	D	P	R	I	M	A	R	Y				
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#### Room Number

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### 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 when 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 in accordance with the Department's *Behaviour Management in Schools* policy.

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 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.

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

**Note:** This permission slip will be filed by the teacher.

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## **DOCUMENT 3: ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS 1-2)**

### **Online Rules**

I agree to follow the online rules set out below when I use the Department provided online services:

- I will ask the teacher first before using the school computer or tablet.
- I will not give my password out to others.
- I will not let other people logon and/or use my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or that I know I should not access or view at school.
- I will only use material from the Internet if I have asked the teacher.
- If I download material or pictures from the Internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others when online without checking with the teacher first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

### **I understand that:**

- If I use the Internet or my online account in a way that I should not, then I may not be able to use these in the future.
- I may be liable for misuse of the computer and the police may be contacted.

### **Consequences if the agreement is broken:**

- loss of computer devices privileges for between 1 and 5 days.
- parents will be informed of a serious breach.
- parents will meet with teachers to discuss the breach and consequences thereof.

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 that the principal may take disciplinary action in accordance with the Department's *Behaviour Management in Schools* policy.

**Name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(and/or parent / responsible person)

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

**Note:** *This Agreement will be filed by the teacher.*