



Attadale
Primary School

Foundations for life

ONLINE SERVICES - PARENT INFORMATION (K-2)

Dear Parent / responsible person

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

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 access their 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 the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

If you agree to your child using these online services, please read and discuss, and have your child sign the Acceptable Use Agreement form relevant to their year level. Please go through and explain all of the dot points in the Acceptable Usage Agreement to ensure that your child understands the content before the permission slip is signed. The signed consent form 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 completely eliminate the risk of such exposure.

You should be aware that 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,

Scott Harris **Principal**

Attadale Primary School Wichmann Road Attadale WA 6156

School Office: 08 6274 1700 Email: attadale.ps@education.wa.edu.au

attadaleps.wa.edu.au

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Online Services Acceptable Use Agreement Students from Kindergarten to Year 2

Student Name: _____ Year Level: _____

Online Rules for Students

I agree to the following 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 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.

I agree to abide by the *Acceptable Use 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 which can be found on our website www.attadaleps.wa.edu.au in Parent Information/Policies.

Student name: _____ Date: _____

Parent/responsible person name: _____ Relationship to Student: _____

Parent/responsible person signature: _____

Please turn over and complete

Attadale Primary School Wichmann Road Attadale WA 6156
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THIRD PARTY SERVICE PROVIDERS OF ONLINE APPLICATIONS

The use of online educational resources and cloud based storage are used by teachers and administrators for the purpose of improved teaching and learning programs and school administration.

I consent to my student's personal information, where necessary, be provided to the third party software providers in accordance with [Appendix G in the Schools Online Policy](#).

Please circle: I consent / I do not consent

A list of Third Party Providers can be found on our [Website](#) under [Parent Information/Policies](#)

Parent/responsible person signature: _____ Date: _____

Office use only: Date processed: / / Processed by: