



MANNING
Primary School

Online Usage Agreement (Year 3 – 6)

Dear Parents and Carers,

Our school provides access to the Department of Education’s online services to enhance the learning opportunities available to all students. An online services account provides students with access to Department provided emails, the internet, online teaching and learning services, online file storage, online services at locations other than school and a suite of third party apps monitored for compliance by the Department. Please be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Further advice can be sought at www.foi.wa.gov.au

We encourage students to be safe online and provide steps that they can follow if they are uncertain of material they see online. For information to support your child please see <https://www.esafety.gov.au/parents>

The agreement below will remain in place for as long as your child is enrolled at Manning Primary School. If you wish to review, modify, or withdraw this consent at any time you can contact the school on 9266 6250.

AGREEMENT OF STUDENT

I agree to follow the rules when I use the Department of Education online services:

- **I WILL:** only use a digital device with the teacher’s permission, follow all instructions, use appropriate language and content in emails and my work, tell my teacher if I think someone is using my online account or if I see anything that is inappropriate, and acknowledge other people’s work that I copy from the internet.
- **I WILL NOT:** let anybody else know my password or use my online account, access other people’s online accounts, reveal personal information (e.g., names, addresses, photographs) about myself or others, nor deliberately damage or disable the digital equipment of the school.
- **I UNDERSTAND** that the school and the Department may see anything I send or receive using email or stored online files. I am responsible for my actions while using online services. I understand that I am accountable if I misuse any online services.

Name of Student: _____

Room: _____

Signature of Student: _____

Date: _____

AGREEMENT OF PARENT

I have read the *Agreement of Student* information and agree that my child has responsibilities when using online services provided at school for educational purposes. I understand that Manning PS chooses third party apps compliant with the Department of Education and I give my permission for my child to access these apps. I understand that my child is accountable for their actions online and should any of the above agreement be broken, the Principal may take disciplinary measures.

I give permission for my child to have an Online Services Account

I do not give permission for my child to have an Online Services Account

Name of Parent: _____ Signature of Parent: _____ Date: _____

