APPENDIX C. online SERVICES acceptable use agreement (k-YEAR 2)

*Insert School Logo*

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

* I will keep my password private and not share with other students.
* I will not let other people logon and/or use my online account.
* 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 unsafe that I know I should not access or view at school.
* I will say where other people’s pictures or words come from if I copy them from the internet.
* I will check with the teacher before giving information about myself or anyone else when using online services.
* I will take care when using the school’s computer equipment.
* I will not use any online service 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.

|  |
| --- |
| **Name of student:** |
|  |
| **Signature of parent:** |
|  |
| **Date:** |

**Office use only:**

Processed on: / / by (initials):

***Note:*** *This agreement should be filed by the school and a copy kept by the student.*