



Online services acceptable use agreement for Residential Colleges

When I use the online services provided by the Department of Education, I will abide by the Code of Conduct of the residential college in all my activities and also agree to follow the rules set out below:

- I understand that I am responsible for all activity in my online services account.
- I will check with a boarding supervisor before sharing images or giving information about myself or anyone else when using 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 a boarding supervisor or the college manager if I think someone is using my online account.
- I understand the residential college and the Department of Education can monitor my use of online services.
- If I find any information that is inappropriate or makes me feel uncomfortable, I will tell a boarding supervisor about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- I will not use the Department’s online services for personal gain or illegal activity, to bully, offend or intimidate others, to access or send inappropriate materials including software that may damage devices, data or networks.
- I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- I will get permission from the copyright owner of any material used in my school work before I reuse it in a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will use appropriate language in all online communications.
- I will not try to access any sites, services or apps that have been blocked by the residential college or the Department of Education.
- I will not attempt to damage or disable the computers, online systems or networks of the college, the Department of Education or any other organisation.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account,
- the misuse of online services may result in disciplinary action,
- I may be held liable for offences committed using online services.

	Name:	Signature:	Date:
Student:			
Parent:			