



New Lambton South Primary School

Acceptable Email Usage Agreement

Stage 2 & 3

1. I will send emails to do with my learning.
2. I will write emails carefully and thoughtfully and to the best of my ability.
3. I will not email my password to anyone.
4. I will tell a teacher if I think someone knows my password or has accessed my e-learning account.
5. I will tell a teacher if any email I receive asks for personal information about myself or others.
6. I will tell a teacher if I receive an email which asks me to; meet telephone or accept presents.
7. I will not send or forward emails which:
 - contain bullying messages
 - are sent to me in confidence
 - have an attachment or virus which can damage a computer
 - are chain mail or hoax emails
 - spam
 - contain unacceptable or unlawful material or remarks
 - contain inappropriate images
 - contain lies or negative information about others
8. I will not open attachments without the permission of a teacher.
9. When at school, I will not send emails to an address outside the school without teacher permission.
10. I understand that my e-learning account can be checked and traced by supervisors at any time.
11. I understand that I am responsible for the emails sent from my account.

The consequences for breaching the policy will be in line with our school discipline policy and can result in my account being locked for an appropriate amount of time.

Students are encouraged to use their browser at home to search for the DEC Student Portal. Once in the portal, their Internet searches are protected with the same Internet safety filters provided at school.



New Lambton South Public School

Acceptable Usage Agreement for Technology -

Stage 2 & 3

I agree to:

1. Be responsible for what happens in my e-learning accounts.
2. Keep my password secret, not to try and learn other people's passwords and not use other people's passwords.
3. Take care with and not modify any Department of Education and Communities' technology without permission.
4. Use technology, the Intranet and Internet for learning and with the approval of a teacher.
5. Access the Internet via the **DEC Student Portal** . (the DEC filters protect both the students and the school network)
6. Not give out personal information about myself or others.
7. Not search for or forward inappropriate sites, information or images.
8. Not to cyberbully or forward cyberbullying messages or images.
9. Comply with copyright laws and acknowledge the creator or author of the work.
10. Use a memory stick as part of a class set. No memory stick brought to school is to contain games or be used to upload to the school network without teacher permission.
11. Publish, send or upload information **only** with teacher permission.
12. Report: cyberbullying, inappropriate content, damage to equipment or breaches of security as soon as possible.

I understand that:

The content of my logon can and will be accessed by teachers and IT staff as needed.

The consequences for breaching the policy will be in line with our school discipline policy and can result in my account being locked for an appropriate amount of time.



New Lambton South Primary School

Acceptable Usage Agreement K-2

The Password Promise

I will never **share** my password.

I will never try to **learn** someone's password.

I will never **use** someone's password.

The Internet Promise

When going on the Internet, I will follow the

DEC Student Portal rules:

- **NO**

to looking for, reading, sending or linking to anything rude, scary or unkind

- **GO**

to a responsible adult if I see anything rude, scary or unkind

- **TELL**

a responsible adult about anything I receive, send or read that makes me feel uncomfortable



I promise I will use school computers to **learn**.

I promise I will take **care** of school computers.

I promise I will use school computers as the teachers asks
and I will do my **best**.

I understand that I will not be allowed to use the school computers if I
break these rules and promises.

New Lambton South Public School
Acceptable Email Usage Agreement

Stage 1

I promise to only email NLS students when I am at school.

I promise I will only email if I have permission from a teacher.

I promise I will only use words that are kind and friendly.

I understand that emails are sent using the Internet.

I promise to **STOP, BLOCK** and **TELL** if an email makes me feel scared, sad or uncomfortable.

I understand that I will not be allowed to use computers at school if I break these promises.



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