

PO Box 455 LEEDERVILLE
Secondary School
WA 6903

SIDE
SCHOOL OF ISOLATED &
DISTANCE EDUCATION



INTRODUCTION

The *Application for Enrolment Form* requires students and parents to sign a declaration indicating that they agree to the use of online services in the delivery of the distance learning program and that they understand the implications for any inappropriate behaviour by a student.

The agreement covers:

- Electronic delivery tools
- Responsible participation in online learning
- Online learning declaration
- Alternative method of providing consent.

ONLINE SERVICES

Internet Access

Students studying with SIDE will access the Internet using a variety of methods. In the home situation, it is the responsibility of each home/school supervisor to ensure the appropriate use of the internet by the student. When in a school, any Internet access must also comply with the Department of Education and Training's Internet Usage Policy and Guidelines and the school's Internet access policy.

While visiting SIDE's Leederville campus, students may access the internet as part of their studies under the supervision of a teacher.

Software Access

SIDE students have access to various online learning tools. This access is restricted to students connected with the SIDE. Students are therefore not permitted to share their access to these tools with anybody unrelated to the online course.

SIDE will provide technical support to enable essential software to be installed within the requirements of the license. Support staff will assist students with the initial installation of approved software on existing home connections but can not resolve problems related to private hardware or software capabilities nor can they resolve private issues with internet connections.

Computer Hardware Access

SIDE is not able to assist in the provision or maintenance of privately purchased and used equipment.

RESPONSIBLE PARTICIPATION IN ONLINE LEARNING

Teachers of online lessons have the same expectations of students as are required in face to face sessions. If students are unable to attend they must give reasons, hopefully in advance, for their absence. They are also required to participate in constructive manner.

Live online lessons may be recorded and published in a secure location for the future constructive reference of students and teachers. For example; an absent student may be able to view the lesson they missed.

Unacceptable usage or behaviour will result in restricted access and may lead to a review of course enrolment.

ONLINE LEARNING ACCEPTABLE USAGE AGREEMENT YEAR 8-12

Learning through SIDE can use a variety of different online services:

- Live lessons in virtual classrooms.
- Online web based courses.
- General internet browsing and email communication.

This agreement covers all current and future online delivery tools.

In relation to my studies with SIDE and my interactions with staff and other students:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not give anyone my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I understand that I am responsible for all activity in my online services account.
- I will tell my teacher if I think someone has interfered with or is using my online services account.
- I understand that the school and the Department of Education and Training may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials; other examples are content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access websites that have been blocked by the school or the Department of Education and Training.
- I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all web-based communications.

- I will not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or to send inappropriate materials, including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the WA Department of Education and Training or any other organisation.

ALTERNATIVE METHOD OF PROVIDING CONSENT

Provision is provided for parents or students who did not indicate their agreement on the *Application for Enrolment Form* to sign a download of this document and to submit via fax or mail.

I agree to follow **all** the above rules and know that if I break them, I may be denied access to the online learning tools.

Student Signature:

Student Name: Date:

Parent/Supervisor Agreement

I agree to using these online learning tools for educational purposes in accordance with the Student Agreement above. I understand that I will need to provide adequate supervision when they are accessed outside of school to minimise risk of exposure to unsuitable material. I agree to the supervised use of the internet while visiting SIDE in Leederville. I also understand that if my child breaks any of the rules in the agreement, that the principal may take disciplinary action as provided in policies of the school or the Department of Education and Training

Parent/Guardian Signature:

Parent/Guardian Name: Date: