

# SIDE Online Services Agreement



## INTRODUCTION

Enrolment with SIDE requires students and parents to sign a declaration indicating that they agree to the use of online services in the delivery of a distance learning program. Depending on the method of enrolment, this may be completed as part of an electronic enrolment process. Where this is not the case, this form is provided as an alternative means of completing the agreement.

This agreement covers:

- electronic delivery tools
- responsible participation in online learning
- online learning acceptable use agreement

## ELECTRONIC DELIVERY TOOLS

### Internet Access

Students studying with SIDE will access the Internet using a variety of methods.

For home-based students, it is the responsibility of the SIDE 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 [Students Online in Public Schools Policy](#) 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 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 cannot 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 teaching. If students are unable to attend, they must give reasons, 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.

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

## ONLINE LEARNING ACCEPTABLE USE AGREEMENT YEAR 7-12

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.

- I understand that I am responsible for all activity in my online services account.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will not reveal personal information, including names, addresses, photographs, credit card details, phone numbers of myself or others.
- I will not give anyone my password.
- I will not let other people logon and/or use my online account.
- I will not access other people's online services accounts.
- I will tell my teacher if I think someone has interfered with or is using my online services account.
- I understand that SIDE and the Department of Education can trace any activity and monitor information sent or received.
- 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, any 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.
- I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will use appropriate language in all internet communications.
- I will not use the Department's online services for personal gain or illegal activity (e.g., music file sharing), to bully, offend or intimidate others or access or 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 Department of Education, or any other organisation.

## Student Agreement

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 in the home 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 including my child being denied access to SIDE online learning tools.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please email this completed form to: [admissions@side.wa.edu.au](mailto:admissions@side.wa.edu.au)