

LEPS Digital Licence v1.0 2022 - Level Two Application Form (3-6)

Please complete this form to submit your application. By submitting this form, you agree to the following:

1. To use the Internet, email and similar cyber tools at our school in a responsible manner as directed by your teacher.
2. To follow the teacher's instructions and ONLY work on tasks assigned by them.
3. To remember the school values of Respect, Cooperation, Caring, Honesty and Personal Best.
4. To remove yourself from any inappropriate or unsuitable cyber locations, by clicking on the home or back button immediately and to inform your teacher.

The respondent's email (**null**) was recorded on submission of this form.

***Required**

1. Email *

Computer Use

2. I will show respect for the digital technologies provided by the school. This means I will: *

Tick all that apply.

- take care when using all technology resources including netbooks, tablets, iPads and other devices
- not change any settings on the devices without permission from my teacher
- not bypass the proxy settings to access sites blocked by the school
- ask permission from my teacher before downloading videos, music or images from the internet
- not eat food or consume drinks while using the devices
- never handle or touch other student's device.

Internet Access and Publishing

3. When using the Internet to research information I will: *

Tick all that apply.

- only access the Internet for purposes specified by my teacher
- acknowledge the source or author before using materials from any website, including photographs
- include the website addresses used for research in my work
- follow the school's guidelines and procedures when preparing materials for publication on the web.

Online Behaviour

4. When I use digital technologies I will communicate respectfully by thinking and checking what I write or post is polite and respectful. This means I will: *

Tick all that apply.

- use acceptable and appropriate language when communicating online
- never send mean or bullying messages, nor will I pass them on, as this makes me part of the bullying
- not send or respond to any messages that are unpleasant or make me or others feel uncomfortable in any way. It is not my fault if I get a message like that, but it is my fault if I send one
- use spaces or sites that are right for my age
- not respond to any messages that are unpleasant or make me feel uncomfortable. It is not my fault if I receive these kinds of messages
- not post or share any information that is damaging to the school or any of its members.

Protecting Personal Information

5. When I use digital technologies I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online. This means I will: *

Tick all that apply.

- protect my password and not share it with others
- ask permission or guidance from my parents or teacher before joining online spaces or communicating online
- never send my photograph to anyone without the permission of my teacher and parents
- not give out information such as my surname, address, telephone number, parents' work address/telephone number or passwords online
- keep the personal information of my friends private because it is their personal information.

6. I accept the conditions above. I understand I always leave a "digital footprint" with all my activity. This can be searched by our system administrators. Breaches of the conditions to hold a licence will result in my licence being suspended and my device and internet access rights being revoked for a period of time determined by the school. *

Mark only one oval.

- Yes
- No

7. Please sign by typing your name below: *

You have completed your application!

You will receive your LEPS Digital Licence in one week.

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