

Acceptable Use Policy

Using Our Website and Online Services Safely

We want everyone who uses our website and online services to have a safe, positive and enjoyable experience.

These rules explain what you should and shouldn't do when using our online services.

1. Keep Your Account Safe

If you have your own account:

- Keep your password private.
- Don't tell your friends your password or use someone else's account.
- Choose a password that is difficult for other people to guess.
- Log out when you have finished, especially if you are using a shared computer.
- Tell a teacher, parent or trusted adult if you think someone else has used your account.

2. Protect Your Personal Information

Be careful about sharing information about yourself online.

Never enter or share personal information; our service will never ask you for this information.

Personal information can include:

- your home address;
- your personal phone number;
- passwords;
- private photographs;
- information about where you are; or
- other information that you wouldn't want a stranger to know.

If you are unsure whether it is safe to share something, ask a teacher, parent or trusted adult first.

3. Be Kind and Respectful

Always treat other people with respect.

Do not use our services to:

- bully, threaten or upset another person;
- discriminate against someone;
- deliberately embarrass another person; or
- pretend to be someone else.

4. Use the Service for Its Intended Purpose

Our online services are provided to help you learn, read, explore and complete educational activities.

Don't deliberately try to stop the service from working properly or interfere with another person's use of it.

This includes trying to overload the website, repeatedly sending unnecessary requests or deliberately damaging or changing information.

5. Don't Try to Get Around Security

You must not try to break into parts of the website or service that you aren't allowed to use.

For example, don't:

- try to guess another person's password;
- try to access another person's account;
- try to access administrator areas;
- change website addresses or information to get around restrictions;
- try to disable security features; or
- use software or tools to attack or interfere with the service.

If you accidentally discover a security problem, **don't try to investigate it yourself**. Tell a teacher or trusted adult so that it can be reported to us.

6. Keep Devices Safe

If you use a computer, tablet or phone to access our services:

- keep the device's software up to date;
- don't deliberately download harmful files or software;
- don't disable security software;
- be careful when clicking unfamiliar links; and
- tell an adult if you see a suspicious warning, message or download.



7. Use Content Responsibly

Books, illustrations, photographs, videos, activities and other materials on our services may be protected by copyright.

You can use them in the ways allowed by the service and your school.

Don't copy, download, change, publish or share large amounts of content unless you have permission to do so.

8. Don't Upload Inappropriate Content

If a service allows you to type, upload or share information, don't submit anything that:

- is offensive, threatening or harmful;
- contains inappropriate images or language;
- contains another person's private information;
- contains viruses or harmful software;
- breaks the law; or
- you don't have permission to share.

9. Think Before You Click

Not everything online is true or safe.

Be careful with unexpected links, pop-ups, downloads and messages asking for information.

If something seems strange or you aren't sure what to do, stop and ask a teacher, parent or trusted adult.

10. Tell Someone if Something Goes Wrong

Making a mistake online can happen.

If you:

- click something suspicious;
- accidentally share information;
- think someone knows your password;
- see something that makes you uncomfortable;
- notice something unusual on the website; or
- think there might be a security problem,

tell a teacher, parent or trusted adult as soon as possible.

Reporting a problem helps us keep everyone safe.



What Happens if the Rules Aren't Followed?

If someone deliberately breaks these rules, we may need to limit or remove their access to our online services.

Serious behaviour may also be reported to their school, parent or guardian, or another appropriate authority where necessary.

We will consider what happened, how serious it was and the age of the person involved before deciding what action is appropriate.

Remember

When you use our online services:

Be Safe. Be Kind. Be Responsible.

- Keep your password private.
- Protect your personal information.
- Respect other people.
- Use the service for its intended purpose.
- Don't try to get around security.
- Tell a trusted adult if something doesn't seem right.

By using our online services, you agree to follow these rules.

