

# CYBERSMART CITIZENSHIP at

## Queenspark Te Hua Mānuka

### **CYBERSAFETY USE AGREEMENT FOR QUEENSPARK STUDENTS NE-Y8 2026**



**This document is comprised of this cover page and three sections:**

**Section A: Introduction**

**Section B: Cybersafety Rules for NE-Y8 Queenspark Students**

**Section C: Cybersafety Use Agreement Form.**

**Section D: Google Workplace For Education Account Parental Consent Form**

**Section E: Google Workspace for Education Notice to Parents and Guardians**

#### **Instructions**

1. Students and parents\*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign section C and D, and return that page to the classroom teacher.
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement please contact the school.

**\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

#### ***Important terms used in this document:***

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*
- (e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

**Additional information can be found on NetSafe's website [www.netsafe.org.nz/ua](http://www.netsafe.org.nz/ua)**

## SECTION A

### INTRODUCTION

The measures to ensure the cybersafety of Queenspark Te Hua Mānuka outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Queenspark Te Hua Mānuka, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.

## SECTION B

### RULES TO HELP KEEP QUEENSPARK STUDENTS CYBERSAFE

*As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules*

1. I cannot use school ICT equipment until my parent and I have read and signed my use agreement form (see Section C) and returned it to school.
2. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.
3. I will not tell anyone else my password. I will not use anyone else's password.
4. While at school or a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
7. **Inappropriate use of private ICT equipment/devices and any internet social networking sites (such as Facebook and Instagram) during out-of-school hours are not the school's responsibility.** However, if implications of such personal use/activity compromises or impacts on student and/or staff safety, well being and work at school then school management reserves the right to intervene with possible disciplinary actions.
8. I understand that the rules in this use agreement also apply to mobile phones and student owned chromebooks. I will only use my mobile phone(s) at the times that I am permitted to during the school day, unless allowed by a staff member in special circumstances.
9. I understand that cell phones and smart watches must be handed in to the teacher at the start of the day and collected at the end of the day and they will be stored in a designated, safe place. For further information please refer to the Phones Away for the Day school policy and Smart Watch BOT policy.

10. While at school, I will not:
  - Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - Download, save or distribute such material by copying, storing, printing or showing it to other people
  - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
10. If I accidentally access inappropriate material, I will:
  1. Not show others
  2. Turn off the screen or minimise the window and
  3. Report the incident to a teacher immediately.
11. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
12. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
13. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
14. I will not give out any personal information (including photos) online about myself or any other person. Personal information includes name, address, email address, phone numbers, and photos.
15. I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems
  - Not attempting to hack or gain unauthorised access to any system
  - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.
16. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
17. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
18. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.
19. Disciplinary consequences for the breaches of this cyber safety agreement could include being blocked or having restricted access to the school network for a specified time, and could include detentions and/or stand-down/suspension depending upon the seriousness of the student's infringement.
20. I understand and give my permission for the school to publish any school material (such as artwork, poetry, stories) I may have produced, in school publications. This could include publications in hard copy like school newsletters, or in digital format on the school's website or facebook page. The purpose of any such publishing is to celebrate student work and achievement and to promote the school in our wider community.
21. I understand and give permission for photos and images of myself to be used and published by the school. This could include publication in both hard copy format such as the newsletter, and also digital images on our school's website or facebook page. Any such digital images will be removed if the individual makes such a request. The purpose of the publishing of such images is as part of communicating with our school community.

## SECTION C

# QUEENSPARK CYBERSAFETY USE AGREEMENT FORM

**To the student and parent/legal guardian/caregiver, please:**

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the class teacher**
4. **Keep sections A & B for Future Reference**

**We understand that Queenspark School will:**

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school related activities
- Work progressively with children and their families to encourage and develop an understanding of the importance of cyber-safety through education to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace
- Keep a copy of this signed agreement on file
- Respond to breaches in an appropriate manner
- Welcome enquiries from parents or students about cybersafety issues
- When using photos of students online, as part of the school programme, only use first names unless parental permission is obtained to add surnames
- Not publish images of an individual student online if specifically asked not to by the individual's parent/guardian/caregiver (see page 5).

**Section for student**

**My responsibilities include:**

- I will read this cybersafety use agreement carefully with my parents assistance
- I will follow the cybersafety rules and instructions whenever I use the school's ICT
- I will also follow the cybersafety rules whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement
- If I bring my own ICT devices (including cellphones and chromebooks) onto school property I will take full responsibility for their safety. The school takes no responsibility for damage or theft for cellphones or chromebooks. Please refer to the Queenspark Te Hua Mānuka *Student Chromebook Agreement*
- I will keep this document somewhere safe so I can refer to it in the future
- I will ask the Principal if I am not sure about anything to do with this agreement.

**I have read and understood my responsibilities and agree to abide by this cybersafety use agreement. I know that if I breach this use agreement there may be serious consequences.**

**Name of student:** ..... **Room:** .....

**Signature:** ..... **Date:** .....

**Section for parent/legal guardian/caregiver**

**My responsibilities include:**

- I will read this cybersafety use agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a cybersafe environment
- I will ensure this use agreement is signed by my child and by me, and returned to the school
- I will encourage my child to follow the cybersafety rules and instructions
- I will contact the school if there is any aspect of this use agreement I would like to discuss

**Please sign below if you wish to **opt out** of point 21 in Section B.**

<p><b>I DO NOT want photos and images of my child published and used by the school.</b></p> <p>Signature of parent .....</p> <p><b>*** (leave this section blank if you give permission for the school to publish and use photos and images of your child)</b></p>
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***I have read this cybersafety use agreement document and am aware of the school's initiatives to maintain a cyber safe learning environment, including my child's responsibilities.***

**Name of parent:** .....

**Signature:** ..... **Date:** .....

**SECTION D**

**GOOGLE WORKSPACE FOR EDUCATION ACCOUNT CONSENT FORM**

To Parents and Guardians,

At Queenspark Te Hua Mānuka, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Queenspark Te Hua Mānuka students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Can my child share information with others using the Google Workspace for Education account?

**Google Workspace for Education Notice to Parents and Guardians**

[https://workspace.google.com/terms/education\\_privacy/#privacy-policy-revamp-intro](https://workspace.google.com/terms/education_privacy/#privacy-policy-revamp-intro)



Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent.

I give permission for Queenspark Te Hua Mānuka to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice above.

\_\_\_\_\_  
Full name of student

\_\_\_\_\_  
Printed name of parent/guardian

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date