Digital Technologies/Cybersafety
Responsible User Agreement (2027)

Instructions for all parents / caregivers

- Please read through this document carefully
- Discuss the cybersafety rules with your child
- If there are any points you would like to be clarified, please contact the school office to discuss
- Sign and return to the school office

Digital Citizenship at Parua Bay School

Our school defines a digital citizen as someone who;

- Is a confident and capable user of digital tools
- Uses technologies to participate in educational, cultural, and economic activities
- Uses and develops critical thinking skills in cyberspace
- Is literate in the language, symbols, and texts of digital technologies
- Is aware of challenges digital tools can present and can manage them effectively
- Uses digital technologies to relate to others in positive, meaningful ways
- Demonstrates honesty and integrity in their use of digital technologies
- Respects the concepts of privacy and freedom of speech in a digital world
- Contributes and actively promotes the values of digital citizenship

Parua Bay School's Commitment: The school's computer network, Internet access facilities, and devices bring great benefits to the teaching and learning programmes. Our school has comprehensive cybersafety practices in place, which includes the Cybersafety Responsible User Agreements for all of our school community. To ensure the safety of our tamariki, Parua Bay School agrees to:

- Help students know how to stay safe online and use technology for learning.
- Oversee students' use of technology and maintain filtering software to protect school devices.
- Provide learning opportunities about positive online behaviours.
- Help students deal with online problems, even if they happen outside school hours.

All students will be issued with a Responsible User Agreement upon enrolment and once signed consent has been returned to school, students will be able to use ICT equipment/devices at school for educational purposes appropriate to the school environment.

Important Note: This agreement will remain in force as long as your child is enrolled at this school. We may revise this agreement annually to add or amend information as technology changes.

Student Name:.....

As a safe and responsible user of digital technologies I will help keep myself and other people safe by following these rules:

1. I will use devices for learning
   - ❏ I will use digital devices at school for my learning and schoolwork only.
   - ❏ I will only access the Internet when a teacher gives me permission.
2. I will be kind and respectful
   - ❏ I will always use digital technologies to communicate with others in positive ways.
   - ❏ I will not be mean or rude to others online, and I will respect the feelings of others.
3. I will think before I believe
   - ❏ I know that not everything I see or read online is real or true. I will check with an adult if I am not sure about something.
4. I will use Artificial Intelligence (AI) safely
   - ❏ I will only use Generative AI tools that my teacher has specifically approved, such as Gemini for Education.
   - ❏ I will use these tools to help me think and learn, not to do the work for me.
   - ❏ I understand that using only approved tools helps keep my data private and safe.
5. I will protect privacy and property
   - ❏ I will keep my personal details, username, and passwords safe.
   - ❏ I will respect the privacy of others and ask permission before sharing information or photos.
   - ❏ I will respect and look after all digital devices. I understand that if I deliberately break school equipment, my family may be charged for repair costs.
6. I will follow the rules for BYOD and Copyright
   - ❏ I will not download or copy files (like music or games) without teacher permission, to ensure we follow copyright laws.
   - ❏ I will always use my school assigned Google account whilst at school and when completing school work.
7. I will ask for help
   - ❏ If I see anything inappropriate or something makes me feel unsafe, I will tell an adult straight away and not show other students.
   - ❏ I understand that if I break this User Agreement, the school may need to inform my parents.

Parent / Whānau Cybersafety Agreement:

I understand that Parua Bay School is supporting students as they learn the skills required to become successful digital citizens.

- ❏ I understand that the school provides access to the internet, devices, and Google Workspace as well as other school approved applications to enhance the teaching and learning process.
- ❏ I understand that the school encourages responsible behaviour by students to help protect themselves and others from online harm.
- ❏ I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively.
- ❏ I will support the school's cybersafety programme by encouraging my child to follow the rules and to always ask a teacher if they are unsure.
- ❏ I have discussed this information with my child and explained why it is important.
- ❏ I understand that if I have questions or concerns about my child's technology use, I am welcome to contact the Class Teacher, Teacher responsible for cybersafety or the Principal at any time.

I have read this Cybersafety user agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of student: _____ Student's signature:_____

Name of parent/caregiver/legal guardian: _____

Parent's signature: _____ Date: _____