



## School leaders advice

Netsafety week is an excellent opportunity to review and reflect on some key areas that can help your school stay safe online. Schools are already tasked with providing a safe physical and emotional environment for students under NAG 5a, and this extends to learning spaces and tools online.

Here are some key areas to consider:

### Review policies and procedures

Policies and procedures help to understand the size and strength of the floor a school stands on as a community. They guide school leaders to make informed decisions. They also help protect when things go wrong.

Policies and procedures need to take into account these tools and spaces and how you as professionals engage with the digital environment for different tasks.

### Understand the law

Under the Harmful Digital Communications Act, schools have some responsibilities as content hosts when they use a website, any social media platform, and online learning environments.

Take the time to review your school's policies and procedures as a content host in relation to the follow channels:

Identify opportunities throughout the term when online safety messaging can be included in other curriculum areas. One of these areas is in Digital Technology.

### Your school website

This may be mostly a static space where content is carefully controlled by a few members of the leadership team and/or a provider. However, some websites have features that encourage the community to be more interactive. If whānau/community comment or respond on any publicly shared pages on the website? If so, do you have procedures in place for regular monitoring and moderating by staff?

Do you have a plan in place regarding the longevity of the content, and removing older images/videos of students who have moved on?

Does your Complaints Policy reflect the school's procedure for any concerns or complaints received around content? This can be a simple sentence to the effect that school will manage any concerns or complaints around content that is hosted by the school, in the usual ways school manages all complaints and concerns.

# Your school's use of social media

You may use social media to share school activities, communicating events, or even for learning and teaching purposes (e.g. Facebook, Instagram etc).

Here are five things that should be in place:

- Account details are stored in a safe place and SLT have access to this information for all accounts
- Signed consent from whānau has been sought for the use of any student photos, videos or work that's shared and stored
- Decisions are intentional around the audience (school community page that's private to that group, open to public domain etc) and all sites are regularly moderated by two or more kaimahi
- There's a plan in place for who can upload content, and guidelines around limiting any personally identifying information of students and kaimahi
- There's a plan in place to manage any incidents arising, or any issues or breaches within school or externally.

Digital learning spaces and devices used by kaimahi and students across the school: These spaces should be actively supervised, monitored and/or moderated by kaimahi, for example Google Classroom, G-suite, Seesaw, Class Dojo.

[A Digital Safety Management Plan](#) is created and kaimahi follow this before using a new online platform or resource ensuring school leaders are aware of what's been used, for what purposes, and communicating with whānau as needed.

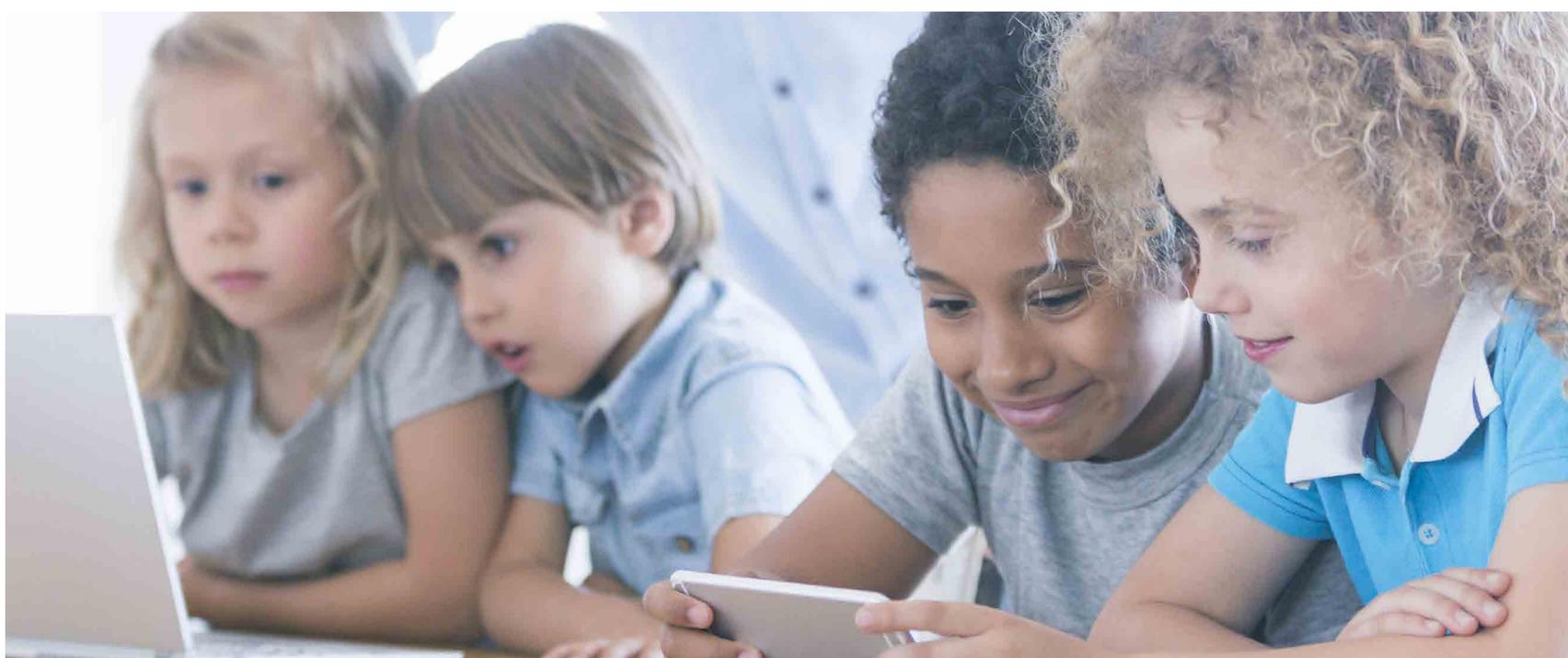
All images and videos of students and their learning captured on kaimahi's personal devices are deleted regularly from cloud storage and/or digital devices in a timely way. This shared expectation is documented in [Staff Guidelines](#), [School's Online Safety Policy](#) and any other appropriate documentation.

## Communicate the legislation and requirements that ensure the safety and wellbeing of all students and kaimahi

These include for example:

- [The Privacy Act](#)
- [Digital Technology: Safe & Responsible Use in Schools](#)
- [Child Protection and Vulnerable Children's Act](#)
- [Code of Conduct](#)
- [Regulatory Framework for Communities of Online Learning](#)

With student and staff safety and wellbeing at the forefront, it is recommended that for current legislation and MoE Guidelines, schools consider any potential or actual implications of the use of the digital environment and devices used for learning and teaching, whether at school, or remotely.



# Set expectations about the safe use of digital technologies and environments when in school or during remote learning

These include for example:

- [An Online Safety Policy](#)
- [Staff guidelines](#) - A document that describes the shared understandings of all kaimahi on the safe use of digital devices and online spaces for professional use and clarity around the professional and personal divide (see Netsafe's template)
- [Student User Agreement](#) - this might be your school's own document, and/or a co-constructed document with student voice, or [Netsafe's Agreement template](#).

## Ensure robust procedures are in place for managing any online incidents

Take the time to ensure:

- All kaimahi are familiar with school's procedures when an online incident occurs
- Students know who to report to at school if they have any concerns or questions about anything happening online  
Follow a plan that includes [contacting Netsafe](#) for any assistance when dealing with an incident
- Staff are aware of and know to use [Netsafe's Incident Management Guide](#) as needed