**Digital Safety Management Plan Template**

## When looking at what online platforms and/or digital technology will be planned for or are currently being used in the learning environment, the DSMP template can help guide and support a safer experience for all involved and help prevent incidents or issues that could arise. Schools and kura are best positioned to decide how the DSMP template can be used within their context. This could include using the provided template as is, or simply as a checklist around safe practice, or adapting it to support processes and procedures already in place.

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| Digital safety management plan | IDENTIFYING What’s Needed | Steps for MINIMISING potential Risks and planning for safety |
| Online platform(s) and digital technology | **DESCRIPTION and RATIONALE**   * Name of online platform(s) / digital tool(s) and brief outline of what it is and rationale for use. | **Name(s) of online platform(s) or digital tool(s):**  **Rationale for use:** |
| Teacher(s), Class or Team | **USERS of DIGITAL TOOLS or ONLINE PLATFORMS**   * Who is going to be using the digital tool(s) or online platform(s)? | **Name of person(s), class, group or cohort:** |
| Administration of Online platforms and Digital Technology | **OWNERSHIP and AUTHORITY**   * Who owns the online platform(s) or digital tool(s)? * Whose authority or consent is required prior to use (platform admin, teacher, leader, parent, student, etc)? | **Ownership / Authority comments:** |
| **AGE RESTRICTIONS**  Are there age restrictions that apply?   * Check school’s policy or enquire with the SLT team regarding staff / student use of any online platform or digital tool with age restrictions. | **Age restrictions comments:** |
| **PRIVACY and CONSENT**  Privacy and consent of content, and user information:   * Who can see what? Is it open or closed? * Does this align with school’s privacy policy? * Authority for use - are there known restrictions or conditions on any individual student’s information, images, information etc being uploaded online? * What measures will be used to protect privacy and security of all users’ content and information? | **Privacy and consent comments:** |
| **TERMS and CONDITIONS of use for ONLINE PLATFORM(S) or DIGITAL TOOL(S)**   * Do these align with school’s policies and practices? | **Terms and Conditions of use comments:** |
| **MODERATION of CONTENT**  Make a moderators’ plan:   * Who can comment/participate online? * Who can see comments etc? * Who are the two or more admins and moderators? * Outline moderation plan – how often? * Consider privacy expectations in line with school’s policies and practices. | **Moderators’ responsibilities comments:** |
| DURATION OF USE | **TIMEFRAMES**   * How long is the online platform(s) or digital tool(s) intended to be used for? * What steps are planned to close account / take down content / delete once use is completed? | **Timeframes for use comments:** |
| authorisation FOR USE | **COMMUNICATION WITH SLT**   * Ensure there has been adequate communication with Senior Leadership around what online platform(s) / digital tool(s) are intended to be used and the rationale for this. | **Communication comments:** |
| ACCOUNT DETAILS | **NAME(S)**   * Who are the admins for the online platform(s)? (Recommend at least two staff) | **Names of Administrators for the digital technology or online platform(s):** |
| **LOGIN-IN DETAILS**  **PASSWORDS /CODE**   * Record this information in school’s secure systems already in place, or through processes that are secure and available to appropriate personnel. | **Security and storage of login-in details (passwords, codes, email addresses etc) comments:** |
| Intention of USE | **INTENTION FOR USE**   * How is it planned to be used in the learning and teaching? | **How it’s intended to be used:** |
| CONSULTATION and COMMUNICATION to PARENTS AND WHĀNAU; staff; students | **COMMUNICATING**   * Ensure there is a plan and process to consult in advance, and communicate with parents, whānau, staff and students about the use of the online platform(s) and/or digital tool(s). * Convey the purpose, plans for managing concerns or risks, and the commitment to close online accounts once usefulness is completed. | **Communication with parents and whānau:**  **Communication with staff:**  **Communication with students:** |
| RIGHTS of STUDENTsright to opt out | **STUDENTS’ RIGHTS**   * Have students been consulted in the use of the digital tool(s) or online platform(s)? Are responsibilities well understood? How do these align with the *Student User Agreement* or other policies? How are potential risks intended to be managed? Do students know what they can do if they have concerns or an incident occurs? | **Consultation with students comments:** |
| **OPTIONS for OPTING OUT**   * Parents, whānau or students themselves who have reasons for not wanting to engage with, or participate in using a particular digital tool, online platform / social media for learning – what approaches or contingencies are in place for them? | **Rights to opt out comments:** |
| Managing INCIDENTS, COMPLAINTS and CONCERNS | **PROCESSES and PROCEDURES**   * What steps and procedures are in place to support students in the event of an online incident occurring while using school endorsed digital tools / online platforms? * Who do you report to in school if an online incident occurs? * Is there a policy or procedure that includes ‘online incidents’ ? Are you familiar with it?   (Refer for support - Netsafe’s [Managing Online Incident guide)](https://www.netsafe.org.nz/the-kit/incident-management-guide/)   * What processes and procedures will you undertake if ***anyone*** has concerns or complaints about content within the online platform. (Refer Netsafe - [Harmful Digital Communications Act](https://www.netsafe.org.nz/the-kit/foundations/legislation/hdc-act/)) * For further guidance and information refer to the Ministry of Education’s Digital Technology: [Safe and responsible use in schools.](https://education.govt.nz/school/managing-and-supporting-students/student-behaviour-help-and-guidance/searching-and-removing-student-property/digital-technology-guide-for-schools/digital-technology-safe-and-responsible-use-in-schools/) | **Managing incidents, complaints or concerns**  **comments:** |
| SIGN OFF | **Ensure sign-off / consent is obtained**  (e.g. SLT, IT team, parents and whānau etc) | **Sign off / consent complete:** |