

Digital Safety Management Plan - Example

This planner helps to guide and support safe online experiences for everyone and to identify any risks and challenges which may arise. By working through this management plan, schools will be able to evaluate whether the platform, app or digital device is the ‘best fit’ for their needs and if it meets the safety expectations of the school, its students and families/ whānau.

NAME OF PLATFORM, APP OR DIGITAL DEVICE	<i>Houseparty – a social media network (owned by Epic Games)</i>
PROPOSED USERS	<i>Y5-6 students</i>
AGE RESTRICTIONS (T&CS)	<i>13yrs + but no age verification required</i>
RATIONALE OR REASON FOR USE AND INTENDED PURPOSE	<i>A good way for students to connect with one another via video chat. Popular with students so likely to have good buy-in. They are already familiar with how it works and have pre-existing accounts.</i>
SUGGESTED ADMINS (MIN. 2)	<i>Class teacher</i>
DURATION OF USE	<i>For period of remote learning</i>
SIGN OFF (AT CONCLUSION OF THIS DSMP PROCESS) AND COMMENTS	Sign off / consent complete: <i>Consent for use within school remote learning environment not given. Risks outweigh benefits and other alternative platforms provide greater safety for students and staff.</i>

ADDITIONAL DETAILS	CONSIDERATIONS AND STEPS FOR MINIMISING POTENTIAL RISKS AND HARM
<p>INDIVIDUAL SIGN-UP & CONSENT REQUIRED? - check terms and conditions of platform/ app and school policies</p>	<ul style="list-style-type: none"> • <i>Each user needs to sign up and create their own account.</i> • <i>13 minimum age limit</i>
<p>TERMS & CONDTITIONS FOR USE Consider: - minimum age restrictions - implications for the school and students - how these align with school’s policies and expectations</p>	<ul style="list-style-type: none"> • <i>Users need to be 13+ but no age verification in place</i> • <i>Data is collected automatically but you can opt out of sharing some non-personal information – possible conflicts with school privacy expectations</i>
<p>PRIVACY RISKS Consider: - use of student images and information - who can access information and images - alignment with school’s privacy and consent policies</p>	<p>1. Risk: <i>Screens can be recorded by others and possibly shared</i> Mitigation of risk: <i>lock rooms but this does not someone you know recording screens</i></p> <p>2. Risk: <i>Data is automatically collected. Data considered “non-personal” will be retained.</i> Mitigation of risk: <i>Limit the personal information shared</i></p> <p>3. Risk: <i>Relies on access to contacts stored on the device</i> Mitigation of risk: <i>unknown</i></p> <p><i>See School Privacy Policy attached – highlighted areas address use of student images/ content within learning environments.</i></p>

<p>OTHER IDENTIFIED RISKS/ CHALLENGES</p>	<p>1. Risk: People can join without information or warning. Don't need an invitation to join. Mitigation of risk: can lock rooms</p> <p>2. Risk: Students could be exposed to inappropriate or harmful content from un-invited guests Mitigation of risk: can lock rooms</p> <p>3. Risk: Asks for location so users can connect with other users/ people nearby Mitigation of risk: can change location privacy settings</p> <p>4. Risk: Accounts could be hacked Mitigation of risk: make sure students use strong passwords</p>
<p>MODERATION AND PARTICIPATION</p> <p>Consider:</p> <ul style="list-style-type: none"> - who comments/ participates - who can view or access content - who oversees and moderates content 	<p>Students will be able to comment, participate and access all content shared once they are in the room. Class teacher will moderate content. All students to understand behavioural and participation expectations prior to using the platform.</p>
<p>COMMUNICATION WITH PARENTS AND WHĀNAU</p> <ul style="list-style-type: none"> - transparency around purpose: who uses it, when will it be used, how will it be used, expectations of use, duration of use, risk mitigation 	<p>Teacher will share information about the platform with parents via email and class blog. Parents will be asked to approve usage and to monitor usage at home. Platform to only be used by the class for "connection" time at the start of the day, any teacher-led instruction and for the end of the day class "catch up". Students will not be able to use it at other times. Students will co-construct a participation agreement which will outline acceptable behaviours and what they can do if things go wrong.</p>
<p>RIGHTS AND RESPONSIBILITIES OF STUDENTS</p> <ul style="list-style-type: none"> - expectations of use/ use agreement - option to opt out? - managing risk 	<p>Students will co-construct a use agreement and parents will see it, so they know what has been agreed to. They will know what to do if things go wrong and what consequences will be for inappropriate behaviour or use of the platform, including recording and sharing sessions without consent. No alternative options if parents and students choose not to use the platform.</p>

<p>MANAGING INCIDENTS, COMPLAINTS AND CONCERNS</p> <ul style="list-style-type: none"> - what procedures and processes are in place to support students? - how will this be shared with students and their families/ whanau? 	<p><i>Will co-construct an agreement with students and this will include consequences should expectations not be met. Parents will also be a part of this. All student will know that the teacher is their first port of call if things happen that impact them. All incidents will be recorded on class incident sheet and will be dealt with according to school processes.</i></p>
<p>OTHER SIMILAR PLATFORMS/ APPS/ DEVICES</p> <p>Consider what other options are available</p>	<p><i>Options include: Google Meet (as part of G-Suite) Zoom</i></p>