**Digital Safety Management Plan**

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.

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| --- | --- |
| Name of PlAtform, app or digital device  |  |
| Proposed users |  |
| Age Restrictions (T&Cs) |  |
| rationale or reason for use and intended purpose |  |
| suggested ADMins (min. 2) |  |
| DURATION OF USE |  |
| SIGN OFF (At conclusion of thE DSMP process) | **Sign off / consent complete:** |

|  |  |
| --- | --- |
| Additional DEtails | COnsiderations and steps for Minimising potential risks and harm |
| Individual Sign-up & CONSENT REQUIRED? - check terms and conditions of platform/ app and school policies |  |
| Terms & COndtitions for USEConsider:- minimum age restrictions- implications for the school and students- how these align with school’s policies and expectations |  |
| Privacy RisksConsider:- use of student images and information- who can access information and images- alignment with school’s privacy and consent policies | *Risk:* *Mitigation of risk:**Risk:* *Mitigation of risk:* |
| other indentified risks/ challenges | *Risk:* *Mitigation of risk:**Risk:* *Mitigation of risk:* |
| Moderation and ParticipationConsider:- who comments/ participates- who can view or access content- who oversees and moderates content |  |
| COMMUNICATION with PARENTS AND WHĀNAu- transparency around purpose: who uses it, when will it be used, how will it be used, expectations of use, duration of use, risk mitigation |  |
| RIGHTS and responsibilities of STUDENTs- expectations of use/ use agreement - option to opt out?- managing risk |  |
| Managing INCIDENTS, COMPLAINTS and CONCERNS- what procedures and processes are in place to support students?- how will this be shared with students and their families/ whanau? |  |
| Other Similar platforms/ Apps/ DevicesConsider what other options are available |  |