

Planning and preparing for  
**Online Safety, Digital  
Citizenship and Wellbeing**  
across the year – at a glance

EDUCATORS



Schools are busy places and it can be hard to prioritise what to do at different times during the year. Planning and preparing for Online Safety, Digital Citizenship and Wellbeing across the year helps schools to navigate this, providing two yearly planners - one for school leaders and e-learning leaders, and one for teachers.

Key tasks and considerations to support online safety, digital citizenship and wellbeing have been identified and spread across the year, helping to guide schools as they implement and develop approaches to ensure safe learning environments.





This planner for educators links closely to the key areas of the Netsafe Schools Framework so schools and kura can see at a glance key actions which will help them develop within the framework and meet the effective indicators of the Netsafe Schools Review Tool.

Every school is different and so while the yearly planners help schools to identify key tasks to consider throughout the year, it is also important that they are customised to fit the needs and approaches of the school.

School-specific events which complement online safety, digital citizenship and wellbeing can be added, actions reallocated and tasks reshaped as needed.

**Te piko o te māhuri, tērā te tupu o te rakāu**

The way in which the young sapling is nurtured (bent), determines how the tree will grow.

<b>Students Ākonga</b> 	<b>Stewardship Kaitiakitanga</b> 	<b>Curriculum Marau</b> 	<b>Partnerships Mahi ngātahi</b> 
<p><b>Work with the school's e-learning Leader and Digital team to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure students understand the processes in place for seeking help and that these are visible around the school.</li> <li><input type="checkbox"/> Establish/ unpack online safety expectations (use agreements/ treaties) with students, co-constructing these expectations with students.</li> <li><input type="checkbox"/> Ensure any use agreements/ treaties are displayed and visible within the learning environment.</li> <li><input type="checkbox"/> Set-up accounts and log-ins with students (if applicable) and unpack the importance of keeping passwords secure and unique.</li> <li><input type="checkbox"/> Create a class/ school online safety student group.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Familiarise yourself with school policies around online safety, wellbeing and the safe and responsible use of digital devices.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use findings from student surveys to identify areas of strength and areas for development during the year.</li> <li><input type="checkbox"/> Incorporate opportunities in your planning for students to engage in conversations around their experiences and activities online using Netsafe's <u><a href="#">Student Voice Guide</a></u></li> <li><input type="checkbox"/> Identify opportunities throughout the term when online safety, digital citizenship and wellbeing can be authentically included in learning.</li> <li><input type="checkbox"/> Explore <u><a href="#">resources available to support learning</a></u>.</li> <li><input type="checkbox"/> Add key dates to your term planner including Safer Internet Day (February)</li> </ul> <p><b>DATES TO PUT IN THE CALENDAR</b></p> <p>February <u><a href="#">Safer Internet Day</a></u></p> <p>March <u><a href="#">Children's Day NZ</a></u> <u><a href="#">Zero Discrimination Day</a></u> <u><a href="#">International Day of Happiness</a></u></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate the school's focus on online safety and the need for parents to engage with young people around online practices. ie in your class newsletter, during a 'back to school' evening.</li> <li><input type="checkbox"/> Support a <b>Netsafe Event (PPT)</b> for parents</li> <li><input type="checkbox"/> Ensure families and whanau understand the school has processes in place for reporting and dealing with online harm and engage with external agencies (including Netsafe, NZ Police) when needed.</li> </ul>

## Professional Confidence Te tū māia



- Sign up to receive Netsafe's monthly online safety newsletter.

### BECOME FAMILIAR WITH THE FOLLOWING GUIDES:

- Digital Technology- Safe and Responsible Use in Schools Guide (MoE)
- Guidelines for the surrender and retention of property and searches (MoE).
- Bullying Prevention and Response. A Guide for Schools (MoE).
- Supporting Students-Pastoral Care Guidelines Te Pakiaka Tangata

## Inquiry and Review | Te aromātai







- Complete a staff survey or provide feedback to help identify your strengths and areas you would like to develop further in.



## Leadership | Hautūtanga







### POLICIES AND EXPECTATIONS

- Revisit parental permissions and consent re use of students' images, work etc.
- Review procedures for student sign-up to school-based accounts/ devices



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<p><b>Work with the school's e-learning Leader and Digital team to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Revisit the processes in place for seeking help and that these are visible around the school.</li> <li><input type="checkbox"/> Revisit online safety and digital citizenship expectations (use agreements/treaties) with students.</li> <li><input type="checkbox"/> Ensure any use agreements/ treaties are still displayed and visible within the learning environment.</li> <li><input type="checkbox"/> Revisit passwords, log-ins and expectations for use.</li> <li><input type="checkbox"/> Explore leadership opportunities for students for example Netsafe's YAS Programme (secondary)</li> <li><input type="checkbox"/> Introduce your students to the Harmful Digital Communications Act (if appropriate).</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Familiarise yourself with school policies around online safety, wellbeing and the safe and responsible use of digital devices.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify opportunities throughout the term when online safety, digital citizenship and wellbeing can be authentically included in learning.</li> <li><input type="checkbox"/> Explore <u>resources available to support learning.</u></li> <li><input type="checkbox"/> Add key dates to your term planner including Bullying Free Week (May) and Netsafe's Online Safety Week (June).</li> <li><input type="checkbox"/> Incorporate opportunities in your planning for students to engage in conversations around their experiences and activities online using <u>Netsafe's Student Voice Guide</u></li> </ul> <p><b>DATES TO PUT IN THE CALENDAR</b></p> <p>April <u>World Intellectual Property Day</u></p> <p>May <u>Bullying Free Week &amp; Pink Shirt Day</u></p> <p><u>Youth Week NZ</u></p> <p>June <u>Global Day of Parents</u></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify opportunities where <u>online safety information and advice</u> can be shared with parents and whanau ie in newsletters, via school social media channels, during parent information evenings.</li> <li><input type="checkbox"/> Involve students in initiatives to share online safety information with families and whanau.</li> </ul>

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<ul style="list-style-type: none"><li><input type="checkbox"/> Undertake online safety, digital citizenship and wellbeing development sessions provided internally or by an external agency.</li><li><input type="checkbox"/> Become familiar with the Harmful Digital Communications Act and understand how it impacts yourself and your students.</li><li><input type="checkbox"/> Identify any external online safety, digital citizenship and wellbeing professional development opportunities including Netsafe's Online Safety Conference</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Reflect on online safety, digital citizenship and wellbeing learning and teaching from the previous term and use this to inform planning.</li></ul>	





# Term Three



<b>Students Ākonga</b> 	<b>Stewardship Kaitiakitanga</b> 	<b>Curriculum Marau</b> 	<b>Partnerships Mahi ngātahi</b> 
<ul style="list-style-type: none"> <li><input type="checkbox"/> Revisit the processes in place for seeking help and that these are visible around the school.</li> <li><input type="checkbox"/> Revisit online safety and digital citizenship expectations (use agreements/treaties) with students.</li> <li><input type="checkbox"/> Ensure any use agreements/ treaties are still displayed and visible within the learning environment.</li> <li><input type="checkbox"/> Begin to unpack the Harmful Digital Communications Act (if appropriate), focusing on key principles (age appropriate) and discuss what these would look like in digital spaces.</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify opportunities throughout the term when online safety, digital citizenship and wellbeing can be authentically included in learning.</li> <li><input type="checkbox"/> Explore <u>resources available to support learning</u>.</li> <li><input type="checkbox"/> Add key dates to your term planner including Random Acts of Kindness Day (September).</li> <li><input type="checkbox"/> Incorporate opportunities in your planning for students to engage in conversations around their experiences and activities online using <u>Netsafe's Student Voice Guide</u></li> </ul> <p><b>DATES TO PUT IN THE CALENDAR</b></p> <p><b>August</b> <u>International Youth Day</u></p> <p><b>September</b> <u>Random Acts of Kindness Day</u> <u>International World Peace Day</u></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify opportunities where <u>online safety information and advice</u> can be shared with parents and whanau ie in newsletters, via school social media channels, during parent information evenings.</li> <li><input type="checkbox"/> Continue to involve students in initiatives to share online safety information with families and whanau.</li> </ul>

# Term Three

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<ul style="list-style-type: none"><li><input type="checkbox"/> Undertake online safety, digital citizenship and wellbeing development sessions provided internally or by an external agency.</li><li><input type="checkbox"/> Identify any external online safety, digital citizenship and wellbeing professional development opportunities including Netsafe's Online Safety Conference</li><li><input type="checkbox"/> Begin Netsafe's Teacher Accreditation Programme to gain your Netsafe Schools Educator Badge</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Reflect on online safety, digital citizenship and wellbeing learning and teaching from the previous term and use this to inform planning.</li></ul>	



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<ul style="list-style-type: none"> <li><input type="checkbox"/> Revisit the processes in place for seeking help and that these are visible around the school.</li> <li><input type="checkbox"/> Revisit online safety and digital citizenship expectations (use agreements/treaties) with students.</li> <li><input type="checkbox"/> Continue to address the Harmful Digital Communications Act (if appropriate), focusing on key principles (age appropriate) and discuss what these would look like in digital spaces.</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify opportunities throughout the term when online safety, digital citizenship and wellbeing can be authentically included in learning.</li> <li><input type="checkbox"/> Explore <u>resources available to support learning</u>.</li> <li><input type="checkbox"/> Add key dates to your term planner including World Mental Health Day (October).</li> <li><input type="checkbox"/> Incorporate opportunities in your planning for students to engage in conversations around their experiences and activities online using <u>Netsafe's Student Voice Guide</u></li> <li><input type="checkbox"/> Identify key dates including <u>Safer Internet Day</u> and Netsafe's Online Safety Week and add these to your calendar for the coming year.</li> </ul> <p><b>DATES TO PUT IN THE CALENDAR</b></p> <p>October <u>World Mental Health Day</u> <u>World Teachers' Day</u></p> <p>November <u>World Children's Day</u></p> <p>December <u>Human Rights Day</u></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Continue to identify opportunities where <u>online safety information and advice</u> can be shared with parents and whanau ie in newsletters, via school social media channels, during parent information evenings.</li> <li><input type="checkbox"/> Share <u>Netsafe's BYOD advice</u> with families and whānau who may purchase BYOD devices during the holidays (if applicable)</li> </ul>

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<ul style="list-style-type: none"><li><input type="checkbox"/> Undertake online safety, digital citizenship and wellbeing development sessions provided internally or by an external agency.</li><li><input type="checkbox"/> Complete Netsafe's Teacher Accreditation Programme to gain your Netsafe Schools Educator Badge</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Begin reviewing and updating documentation in readiness for the coming year (look back at tasks for Term One and mark off tasks which can be completed now)</li><li><input type="checkbox"/> Complete a Teacher survey which will inform the school's planning and approaches for the coming year.</li></ul>	