

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

SCHOOL LEADERS/E-LEARNING LEADERS



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 school leaders and e-learning leaders 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.

Term One (in the lead up to and during)

Being a Netsafe School (or update your Netsafe School status)	Leadership Hautūtanga 	Stewardship Kaitiakitanga 
<ul style="list-style-type: none"> <input type="checkbox"/> Gather a Digital/ Online Safety team to support during the year.** <input type="checkbox"/> Undertake the Netsafe Schools Review to identify how the school is currently approaching online safety, areas for development, and priorities/next steps for the year (if not completed at the end of the previous year) <input type="checkbox"/> Complete the Netsafe Schools Planner to help you map out your actions for the year and assign responsibilities.** <input type="checkbox"/> Download the Netsafe Schools Welcome pack and add your badge to your website and newsletters.** <input type="checkbox"/> Share your school logo with Netsafe so it can be included on the Netsafe Schools website <input type="checkbox"/> Connect with Netsafe if you have any questions or need further support 	<p>PERSONNEL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify an e-learning leader or team who will help drive the online safety, digital citizenship and wellbeing approaches and initiatives throughout the year. ** <p>SYSTEM SECURITY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review security and safety practices (CERT NZ) on devices and online sites. ** <input type="checkbox"/> Check CERT NZ guide on keeping your school network safe. ** <input type="checkbox"/> Check with your provider to ensure all filters are set to a level to meet your requirements. <p>SAFETY PROCESSES AND PROCEDURES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review school expectations around the safe and responsible use of digital devices and online sites used in the learning environment ** <input type="checkbox"/> Review school processes and procedures for reporting and managing online incidents ** <input type="checkbox"/> Establish a process for recording online safety incidents and issues ie incident register ** <input type="checkbox"/> Ensure processes are in place for seeking help and are clearly communicated/ visible around the school. <input type="checkbox"/> Review all information and content the school has retained of school leavers and manage accordingly. ** <input type="checkbox"/> Revisit parental permissions and consent re use of students' images, work etc and ensure school's consent practices are in place and reflect current best practice. ** <input type="checkbox"/> Share school expectations around parental permissions and consent with staff and families/ whanau. <input type="checkbox"/> Unpack Netsafe's Digital Safety Management Plan consider how this document would support your school. ** 	<p>POLICIES AND EXPECTATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review school online safety, behaviour and wellbeing policies. Ensure these reflect current best practice and are customized to fit the needs of the school. ** <input type="checkbox"/> Ensure the school's values, and other guiding principles are present and are reflected in school policy documents. ** <p>IMPORTANT GUIDES AND INFORMATION</p> <p>Locate and become familiar with the following guides and ensure your leadership and your e-learning leader are also familiar with them:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Digital Technology- Safe and Responsible Use in Schools Guide (MoE)</u> <input type="checkbox"/> <u>Guidelines for the surrender and retention of property and searches (MoE)</u> <input type="checkbox"/> <u>Bullying Prevention and Response. A Guide for Schools (MoE).</u> <input type="checkbox"/> <u>Supporting Students-Pastoral Care Guidelines –Te Pakiaka Tangata</u> **

** denotes actions which can be undertaken in Term Four at the end of the previous year

Term One (in the lead up to and during)

Inquiry and Review Te aromātai 	Professional Confidence Te tū māia 	Partnerships Mahi ngātahi 	Curriculum Marau 	Students Ākonga 
<p>Work with the school's e-learning Leader and Digital team to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review previous year's incident register and identify any changes required to incident management processes. ** <input type="checkbox"/> Review school incident management procedures. Use Netsafe's Managing Online Incidents Guide to inform this review. ** <input type="checkbox"/> Survey staff around online safety and use these to inform professional development opportunities throughout the year. Netsafe's Staff Engagement workshops are available to download for all Netsafe Schools, or connect with Netsafe if you have any questions or need further support. <input type="checkbox"/> Survey parents to identify concerns or areas where they would like further information. <input type="checkbox"/> Survey students to capture their online safety behaviours, attitudes, knowledge and development needs 	<p>PERSONNEL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review security and safety policies and procedures with staff ** <input type="checkbox"/> Review/ co-construct staff guidelines around the safe and responsible use of digital technology and online spaces. ** <input type="checkbox"/> Ensure professional development opportunities (informed by staff surveys) are in the school calendar.** <input type="checkbox"/> Provide professional development opportunities during the term which unpack online safety, digital citizenship and wellbeing. Netsafe's Staff Engagement workshops are available to download for all Netsafe Schools. <input type="checkbox"/> Connect with Netsafe if you have any questions or need further support. 	<p>POLICIES AND EXPECTATIONS</p> <ul style="list-style-type: none"> <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 the school newsletter, during a 'back to school' evening. Netsafe's Newsletter Pack <input type="checkbox"/> Run a Netsafe Event (PPT) for parents or connect with Netsafe for further support. <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. 	<ul style="list-style-type: none"> <input type="checkbox"/> Support staff to identify opportunities within learning and teaching where online safety, digital citizenship and wellbeing can be addressed. <input type="checkbox"/> Include dates for Safer Internet Day, Children's Day and other relevant days are included in the school calendar. ** <p>DATES TO PUT IN THE CALENDAR</p> <p>February Safer Internet Day</p> <p>March Children's Day NZ Zero Discrimination Day International Day of Happiness</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure students understand the processes in place for seeking help and that these are visible around the school. <input type="checkbox"/> Establish a school student online safety team which can participate in the planning of online safety approaches during the year. ** <input type="checkbox"/> Use survey information from students to begin planning opportunities for them to take a leading role in online safety approaches during the year. <input type="checkbox"/> Review sign-up/ log-in procedures with students and revisit expectations for safe and responsible use of devices and online spaces.

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Being a Netsafe School

(or update your Netsafe School status)

Leadership | Hautūtanga



Stewardship | Kaitiakitanga



Work with your Digital/ Online Safety team to:

- Revisit your **Netsafe Schools Planner** and identify key actions for the term.
- Connect with those identified in the plan as being responsible for the actions
- Check the Netsafe Schools website for any new or updated resources
- Document your journey and share with Netsafe if you would like to be spotlighted in Netsafe's monthly e-newsletter or on the Netsafe Schools website.

- Revisit reporting processes and access to pastoral and external support agencies and ensure these are well communicated to students and families and are visible around the school.
- Review any new processes/ procedures established in Term 1 and adapt if needed.
- Unpack the **Digital Safety Management Plan** with staff and discuss how to plan for and manage risk when using devices and online spaces for learning

POLICIES AND EXPECTATIONS

- Unpack the Harmful Digital Communications Act with the Board and look at its implications for schools.
- Look at other relevant legislation including the Privacy Act. Consider how the school is meeting these obligations.
- Review school goals and how these include student and staff wellbeing and online safety.

Inquiry and Review Te aromātai 	Professional Confidence Te tū māia 	Partnerships Mahi ngātahi 	Curriculum Marau 	Students Ākonga 
<input type="checkbox"/> Review/ co-construct staff guidelines around the safe and responsible use of digital technology and online spaces.	<input type="checkbox"/> Provide opportunities for ongoing teacher professional development, including staff development workshop(s) based on the needs staff identified in the online safety survey from Term One. <u>Netsafe's Staff Engagement</u> workshops are available to download for all Netsafe Schools, or connect with Netsafe if you have any questions or need further support. <input type="checkbox"/> Unpack the <u>Harmful Digital Communications Act</u> with staff and look at how this impacts use of the digital technologies and online spaces for learning. This could be done using <u>Netsafe's Managing Online Incidents workshop.</u>	<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.	DATES TO PUT IN THE CALENDAR April <u>World Intellectual Property Day</u> May <u>Bullying Free Week & Pink Shirt Day</u> <u>Youth Week NZ</u> June <u>Global Day of Parents</u>	<input type="checkbox"/> Identify opportunities where students can lead online safety initiatives and approaches

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Work with your Digital/ Online Safety team to:

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- Connect with those identified in the plan as being responsible for the actions
- Check the [Netsafe Schools website](#) for any new or updated resources
- Document your journey and share with Netsafe if you would like to be spotlighted in Netsafe's monthly e-newsletter or on the Netsafe Schools website.

- Check in with key staff regarding incident management procedures and realign these if needed.
- Ensure any new staff understand school procedures for managing online incidents.

POLICIES AND EXPECTATIONS

- Continue to connect with the Board and share the school's approaches to online safety, citizenship and wellbeing.
- Ensure any new staff

Term Three

Inquiry and Review Te aromātai 	Professional Confidence Te tū māia 	Partnerships Mahi ngātahi 	Curriculum Marau 	Students Ākonga 
<ul style="list-style-type: none"> <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. <input type="checkbox"/> Use the Netsafe parent surveys to identify concerns or areas where they would like further information 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide a staff development workshop(s) based on the needs staff identified in the online safety survey from Term One. <u>Netsafe's Staff Engagement workshops</u> are available to download for all Netsafe Schools, or connect with Netsafe if you have any questions or need further support. 	<ul style="list-style-type: none"> <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. 	<p>DATES TO PUT IN THE CALENDAR</p> <p>August <u>International Youth Day</u></p> <p>September <u>Random Acts of Kindness Day</u> <u>International World Peace Day</u></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to work with students/ online safety group (if appropriate) to identify ways they can plan for and implement online safety initiatives within the school including preparation for: <u>International Youth Day</u> <u>Random Acts of Kindness Day</u> <u>International World Peace Day</u>

Being a Netsafe School

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Leadership | Hautūtanga



Stewardship | Kaitiakitanga



Work with your Digital/ Online Safety team to:

- Revisit your **Netsafe Schools Planner** and identify key actions for the term.
- Connect with those identified in the plan as being responsible for the actions
- Undertake a **review** of the year using the Netsafe Schools Review Tool.
- Use the **Netsafe Schools Planner** to identify priorities and key actions for the coming year.

- Begin reviewing and updating school procedures and expectations in readiness for the coming year (look back at tasks for Term One and mark off tasks which can be completed now)
- Identify key dates including **Safer Internet Day** and Netsafe's Online Safety Week and add these to your calendar for the coming year.
- Review school processes and procedures for reporting and managing online incidents

- Begin to review school online safety policies and guidance in readiness for coming year.
- Identify and address any questions the board have around the school's approaches to online safety, digital citizenship and wellbeing.

Inquiry and Review Te aromātai 	Professional Confidence Te tū māia 	Partnerships Mahi ngātahi 	Curriculum Marau 	Students Ākonga 
<ul style="list-style-type: none"> <input type="checkbox"/> Undertake an end of year review using the Netsafe Schools Review Tool, using information gathered from staff, student and parent surveys to support. <input type="checkbox"/> Review the school's online incident register, identify trends and look at how the school can reduce the occurrence of harm in the coming year. 	<ul style="list-style-type: none"> <input type="checkbox"/> Survey staff and use findings to review professional learning undertaken during the year and use these to identify and inform further development needs. <input type="checkbox"/> Identify your online safety team for the coming year. 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to identify opportunities where <u>online safety information and advice</u> can be shared with parents and whānau ie in newsletters, via school social media channels, during parent information evenings. <input type="checkbox"/> Share <u>Netsafe's BYOD advice</u> with families and whānau who may purchase BYOD devices during the holidays (if applicable) 	<ul style="list-style-type: none"> <input type="checkbox"/> Work with staff to reflect on how online safety, digital citizenship and wellbeing were addressed across the school and within all curriculum areas. <input type="checkbox"/> Identify strategies and approaches that worked well and where further support is needed. <p>DATES TO PUT IN THE CALENDAR</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"> <input type="checkbox"/> Identify ways that students can support their peers and share their expertise/ learning with parents and whānau in the year ahead. <input type="checkbox"/> Identify and gather together your online safety student team for the coming year. <input type="checkbox"/> Involve students in the planning and preparation of approaches to online safety in the coming year.