ONLINE SAFETY SUCCESS PLANNER 2023

Steps you can take in preparation for the new school year.

REVIEW | STEP 1

- ☐ Gather feedback around online safety approaches from staff, students and families. This could be captured using **stakeholder surveys**.
- ☐ **Review** existing online safety approaches, identify areas for development and **prioritise next steps.**
- ☐ Review and analyse online safety **data from School Manager** and the school's **online incident log.**
- ☐ Review **online safety policies** and ensure these reflect the school's partnership with Linewize. +
- ☐ Review **online incident response** and management procedures. Ensure these reflect **current best practice** guidance and align with **school policy**. + **

IDENTIFY | STEP 2

- ☐ Use School Manager and **incident log** data to inform online safety/wellbeing goals and identify where these sit within strategic plans and priorities. +
- ☐ Use **feedback from staff** to inform online safety professional development priorities. +
- ☐ Identify key staff to lead online safety approaches, including the integration of Linewize by Family Zone tools and resources. +
- ☐ Prioritise key strategic goals & actions for the year and assign responsibilities, including **staff training and development.** +

PLAN | STEP 3

- ☐ Schedule online safety and wellbeing **professional development** for staff, based on identified needs. +
- ☐ Plan an **online safety family/whānau evening** to share the school's commitment to online safety and to unpack the Online Safety Hub. ++
- ☐ Create a comms plan for sharing targeted online safety advice to families across the coming year and include online safety and wellbeing awareness/recognition days in the school event calendar. +
- ☐ Make provisions for **ongoing analysis of data** from School Manager and **your incident register**. +
- ☐ Use Linewize's **Progressions of Online Learning framework** and resources to plan for **online safety learning and teaching**. +

ACTION | STEP 4

- ☐ Ensure staff responsible for the management of online incidents are empowered with the **training** and **information** they need to respond effectively.
- ☐ Update school enrolment packs and information to ensure inclusion of the use of Linewize by Family Zone tools and school expectations. +
- ☐ Provide **School Manager and Classwize training** for staff. Include on-boarding and refresher training for new and existing staff. ++
- ☐ Ensure the school's **Online Safety Hub** can be accessed via the school's website and other platforms used for home-school communications. ++
- ☐ Establish and empower a team of students to champion digital safety within the school and community. Appoint a staff mentor who can support students and provide guidance if needed+

SHARE | STEP 5

- ☐ Work with staff to unpack their **safe use of technology, devices & online spaces.** + **
- ☐ Share school online safety, wellbeing and other relevant **policy documents** with staff. + **
- ☐ Unpack student behavioural and online safety expectations with staff, including guidance around the **co-construction of use agreements** if appropriate. + **
- ☐ Unpack **online incident response** & management procedures, and expectations with staff + **
- ☐ Share and unpack online safety resources to support learning and teaching with staff. Include the **Progressions of Online Learning Framework** and supporting teacher resources from Linewize. +

TERM 1

ACTION

- ☐ Host an information evening for families/whānau to share online safety information, policy & expectations. Consider joining with other local schools to co-host a **kāhui ako/cluster-wide online safety evening** with Linewize.
- ☐ Unpack school **online safety expectations and response procedures** with students. **
- ☐ Provide opportunities for students and staff to review or **co-construct agreements** around the acceptable use of the internet and devices.
- ☐ Work with the student-led digital safety team to ensure online safety and wellbeing are visible within the school community including sharing self-help information.

SHARE

- ☐ Share online safety advice and guidance for families via regular communication channels. Link out to information and guidance on the school's **Online Safety Hub** and supporting tools and resources.
- ☐ Ensure families know how to access and use the free Qustodio parent visibility tool available on the school's **Hub** to support their children online.

TERM 2 & 3

ACTION

- ☐ Check **staff confidence and capability** around online safety and the use of Linewize tools. Arrange for additional training/support if needed.
- ☐ Analyse Linewize and **incident register** data across cohorts, year groups, curriculum areas and social groupings. Identify trends and next steps. Connect with the **Linewize Success Team** for support if needed.
- ☐ Provide opportunities for the student-led digital safety team to plan and implement initiatives, engaging with students and staff when needed.

SHARE

- ☐ Continue to share online safety advice for families via regular communication channels including:
  - Sharing trends around student use of devices and online behaviours that the school is noticing, linking families to topic specific content on the **Hub.**
  - Utilising the communication templates from the school's **Hub** on the school's social media channels.
  - Sharing tips for families when online issues happen at home. Available in **English** and **Te Reo Māori**.

TERM 4

ACTION

- ☐ Continue to provide opportunities for the student-led digital safety team to plan and implement initiatives.
- ☐ Provide opportunities (including using **surveys**) for the school and its community to reflect, acknowledge successes and identify progress made.
- ☐ Update school enrolment information to ensure the inclusion of Linewize tools & resources and expectations for home engagement.
- ☐ **Collect school leaver data** and send this to secure@familyzone.com. Watch for more information from Linewize via email in Term 4.

SHARE

- ☐ Continue to share regular online safety advice for families, including:
  - Where information can be found on the **Online Safety Hub** and what guidance is available.
  - Guidance for managing online safety challenges that could arise over the summer holiday break, including setting up new devices and establishing clear, co-constructed routines around tech use.

TIPS & SUPPORT

REVIEW

- ☐ Regularly analyse online safety data from School Manager and your school's **online incident register**. Identify trends including within cohorts and over time. Use this information to identify key priority areas for targeted prevention and development.
- ☐ Gather **feedback** at the end of the year from staff, students and families including:
  - What went well?
  - What were some of the challenges?
  - What is needed now?
- ☐ **Undertake a self-review** of the school's online safety and wellbeing approaches using data and feedback to evaluate impact and effectiveness.

SUPPORT & HELP

📞 **(NZ) 0800 445 206**

✉ **help@linewize.com**

You can also book an online appointment with one of our success specialists.

book appointment

AWARENESS & RECOGNITION DAYS LINKED TO ONLINE SAFETY & WELLBEING

NEW ZEALAND

- Safer Internet Day | *7 Feb*
- Te Rā o ngā tamariki Children's Day | *5 Mar*
- Race Relations Day | *21 Mar*
- Youth Week | *15 - 21 May*
- Bullying Free NZ | *16 - 20 May*
- Pink Shirt Day | *20 May*
- Netsafety Week | *TBC*
- Random Acts of Kindness Day | *1 Sept*
- Child Safeguarding Week | *Sept TBC*
- Mental Health Awareness Week | *TBC*
- *Gumboot Friday | 19th May & Nov 3rd*
- World Human Rights Day | *10 Dec*

LEGEND

+ = Can occur at the end of the previous school year or during the 'start of year' set-up.

++ = Can occur at any time during the year, based on school planning/ needs.

*** = Further information can be found in the staff area of the school's Online Safety Hub*

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