

# New Zealand Schools Online

## Safety policy **review checklist**

Online spaces and devices are constantly changing and this means that how schools and kura utilise these technologies is constantly changing too. Because of this, it's important for that the policies which guide a school's approach to the safe and responsible use of online spaces and technology.

Many schools have existing policies addressing online safety in place. To support the review of existing documentation and guide any updates needed, we have identified:

- Key actions to take when **preparing** to create or review existing policies
- Key actions to take when **developing** a new policy

### **Preparing** to create or review existing policies

**Gather a team.** Reviewing policy and governance documents is not a one-person job. Liaise with key people within your team and your community who will contribute.

**Plan for consultation.** Who will you consult? When will you consult with them? What will the process look like?

**Set some dates.** Schools are busy places and there are often competing priorities. Set some clear dates around community consultation, review and when the finalised version will be ratified and shared.

**Existing school policies.** Identify any existing policies or guidelines which relate to online safety for example; Use of digital devices, behaviour management, PB4L, wellbeing and pastoral care, bullying, staff IT guidance.

**Developing New or Reviewing Existing Policy Checklist.** Have the checklist on hand to help facilitate your review. Your school might have additional items which are included in your policies i.e. reference to your school's special character. However, the checklist provides you with a core list of content that needs to be considered during your creation and review process.

**Investigate current best practice.** What are other schools, your wider kāhui ako and external organisations doing and do they have any examples you can look at? What are some of the key things they include or speak to which align with your school vision and unique context?

**Seek advice & guidance.** Online safety and wellbeing is constantly changing so reach out for advice and guidance from Linewize, Netsafe or other external service providers. External support helps to ensure that you are accessing current guidance and best practice.

## Developing new or reviewing existing policy checklist

When developing new or reviewing existing policies, use the checklist below to ensure the required key areas below are included.

**Rationale.** Why is online safety prioritised? Why is providing safe learning environments important?

**Obligations.** NAGs + NELP. What are the school's obligations under NAG 5 and the National Education Learning Priorities? How does the school intend to meet these obligations?

**Legislation.** The Harmful Digital Communications Act + Privacy. Act. What legislation shapes the school's online safety approaches? What is the school's obligations under the legislation?

**School vision and values.** How does the school's online safety expectations reflect and align with the school's vision and values? How does the school ensure equitable access to online spaces and devices?

**Strategic planning.** What is the school's commitment to building safer online spaces and developing the safe and responsible use of devices?

**Review cycle.** How regularly will the policy be reviewed? With the use of devices and online spaces within learning rapidly changing and evolving, does the school need to commit to a more frequent review process?

**Protective measures.** What does the school have in place to mitigate online risk? Who has the school partnered with to ensure online spaces are as safe as possible? How do external providers enhance the school's online safety approaches? When do/ don't the management systems apply?

**Responding to online incidents.** What is the school's duty of care? How, who and when will they respond to harm happening outside of school hours? What processes will the school ensure are in place to support the wellbeing and safety of students

**Engagement/ consultation.** Who will be consulted during the review process? How and when will you undertake the consultation process? How will finalised documents be shared and unpacked with stakeholders.