

# ONLINE SAFETY SUCCESS PLANNER

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

## REVIEW

Step one

- Analyse online safety data from previous school year and identify trends and areas for development.
- Ensure school online safety policies reflect the school's use of the Linewize tools. +
- Make sure school online incident management and response procedures reflect current best practice and guidance and align with school expectations. +

## IDENTIFY

Step two

- Use data to inform the school's online safety/wellbeing goals and where these sit within strategic plans and priorities. +
- Identify key staff to lead the school's online safety approaches, including the school's integration of Linewize and Family Zone tools. +
- Prioritise key actions and assign responsibilities, including staff capacity building. +

## PLAN

Step three

- Schedule online safety, wellbeing and digital citizenship professional development for staff based on identified needs. +
- Book in an online safety family/whānau information evening to help them unpack and understand the Family Zone App (if applicable).
- Include online safety and wellbeing awareness/recognition days in the school event calendar. For example Safer Internet Day, Bullying-Free NZ Week, eSmart Week AU. See a sample list to the right.

## ACTION

Step four

- Update school enrolment packs and information for new students to ensure the inclusion of the use of Linewize and Family Zone tools and school expectations. +
- Provide School Manager/ Classwise training for staff. Include training in on-boarding processes for new staff and refresher training for existing staff as needed. ++

## SHARE

Step five

- Work with staff to unpack their safe use of technology, devices & online spaces +
- Review/create/unpack student behavioural and online safety expectations with staff, including co-construction of student use agreements guidance +
- Unpack online incident management procedures and expectations with staff +
- Communicate the school's online safety expectations with families/whānau

### TERM 1

#### ACTION

- Hold an information evening for families/whānau to share online safety information and school policies & expectations.

For schools with Community:

- Include the Family Zone app during your info evening, discussing tips & tricks.
- Share communications with families 2 weeks prior to the evening if creating accounts for families to ensure transparency and to provide an opportunity to opt-out.
- Send BAC family data to [secure@familyzone.com](mailto:secure@familyzone.com) 3 working days prior to the information evening (page 4 [Community Partnership Guide](#))

#### SHARE

- Unpack school behavioural and online safety expectations with students and families/whānau.
- Co-create use agreements or review existing agreements with students.

### TERM 2 & 3

#### ACTION

- Check staff online safety and Linewize product confidence and arrange for additional training/support if needed.
- Analyse Linewize online safety data across cohorts, year groups, curriculum areas and social groupings for the school. What trends are you seeing? How can this information inform next steps? Connect with the Linewize Success Team for support if needed.
- Check family/whānau engagement with the Family Zone App if the school has Community. Provide additional support if needed.

#### SHARE

- Sharing tips and tricks with families/whānau.
  - Family Zone 'how to' videos ([Premium](#) or [Insights](#))
  - Family Zone [parent webinars](#)
  - General online safety tips and tricks
  - Latest content from [ySafe](#) (online safety experts)

### TERM 4

#### ACTION

- Review start of year communications for parents in readiness for the new year (pg 4 [Community Partnership Guide](#)).
- Update school enrolment information for new students to ensure the inclusion of Linewize and Family Zone tools and expectations for engagement.
- Update any policy or procedure documents to ensure they reflect the school's approach to online safety and its use of Linewize.
- Collect school leaver data and send this through to [secure@familyzone.com](mailto:secure@familyzone.com)

#### SHARE

- Send pre-holiday comms/ tips for families.
  - How to use Family Zone tools during the holidays
  - Add the Family Zone app to any new devices at Christmas
  - Use the 'toggle-off' option during the holidays.

### TIPS & SUPPORT

#### REVIEW

- Collect and analyse online safety data from different sources including the Linewize products and the online incident register. Look for trends, changes over time, alignment and use this information to identify key priority areas.
- Gather feedback at the end of the year from staff, students and families and whānau including:
  - What went well?
  - What were some of the challenges?
  - What is needed?

#### SUPPORT & HELP

 (NZ) 0800 445 206 (AU) 1300 687 052

 [help@linewize.com](mailto:help@linewize.com)

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

[book appointment](#)

## AWARENESS OR RECOGNITION DAYS LINKED TO ONLINE SAFETY & WELLBEING

### NEW ZEALAND

- Safer Internet Day | *Early February*
- Children's Day | *First Sunday in March*
- World Sleep Day | *March*
- Race Relations Day | *March*
- Gumboot Friday | *First Friday in April*
- Youth Week | *From 21 to 29 May*
- Bullying Free NZ | *May*
- Pink Shirt Day | *May*
- Random Acts of Kindness Day | *1 Sept*
- Mental Health Awareness Week | *Sept*
- World Human Rights Day | *10 December*

### AUSTRALIA

- Safer Internet Day | *Early February*
- Random Acts of Kindness Day | *February*
- World Sleep Day | *March*
- Youth Week | *Varies depending on the state*
- National Day of Action against Bullying and Violence | *19 March*
- Mental Health Awareness Week | *Varies depending on the state*
- Children's Day | *27 October*
- World Human Rights Day | *10 December*



**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.