

# ONLINE SAFETY SUCCESS PLANNER

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

## REVIEW | STEP 1

- ☐ **Review** existing online safety approaches, identify areas for development and prioritise next steps.
- ☐ Review and analyse online safety data from School Manager and the **online incident register**.
- ☐ 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**. +
- ☐ Gather feedback around online safety approaches from staff, students and families.

## IDENTIFY | STEP 2

- ☐ Use School Manager and **incident register** 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 your Cyber Safety Hub. ++
- ☐ 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

- ☐ Update school enrolment packs and information to ensure inclusion of the use of Linewize by Family Zone tools and school expectations. +
- ☐ Provide School Manager/Classwise training for staff. Include on-boarding and refresher training for new and existing staff. ++
- ☐ Ensure the school's **Cyber 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 online safety within the school and community. +

## 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 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.
- ☐ Gather the student team together and empower them to lead school online safety initiatives. Appoint a staff liaison/mentor who can support students and provide guidance if needed.

#### SHARE

- ☐ Share online safety advice and guidance for families via regular communication channels. Link out to your school's **Cyber Safety Hub** and supporting tools and resources (if applicable)

### 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 online 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:
  - Online safety advice via regular school communications
  - Key information for parents from the school's Cyber Safety Hub.
  - Family Zone 'how to' videos (**Premium** or **Insights**)
  - Family Zone **parent webinars**

### TERM 4

#### ACTION

- ☐ Continue to provide opportunities for the student online 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 through 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 **Cyber Safety Hub**
  - Using the Family Zone Connect parent visibility tool.
  - Guidance around dealing with online safety challenges over the summer holiday break

### 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?

#### SUPPORT & HELP

☎ (NZ) 0800 445 206  
✉ [help@linewize.com](mailto: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 | *8 Feb 2022*
- Children's Day | *First Sunday in March*
- World Sleep Day | *March*
- Race Relations Day | *March*
- Gumboot Friday | *TBC*
- Youth Week | *May (TBC)*
- Bullying Free NZ | *16-20 May 2022*
- Pink Shirt Day | *20 May 2022*
- Netsafety Week | *TBC*
- Random Acts of Kindness Day | *1 Sept*
- Mental Health Awareness Week | *Sept*
- 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.