

Netsafe | Digital Citizenship Capability Review Tool

Introduction and instructions for the pilot

Introduction

Thank you for taking part in this pilot. Let's start off by answering a few queries you may have.

Why are we running a pilot?

We want to design a tool that's easy to use and sets schools/Communities of Learning on the right track to support students online.

We'll use feedback from people taking part in the pilot to understand which parts of the tool are useful, what could be improved and how to best share the tools with schools in the future.

What are the timeframes of the pilot?

The pilot runs from 8 March –until 7 April. You'll need 3-4 hours to complete the whole pilot including the planning, review session and providing feedback.

What is the tool designed to do?

The tool is designed to help you

- review **how well** your school/kura or Community of Learning is developing processes, strategies, planning and resourcing to support digital citizenship and student wellbeing online
- **generate a 'snapshot'** using indicators and examples of effective practice; and
- **consider what next steps** and development are needed

What we do NOT need to know

We're **not** gathering data at this stage on the judgements you make about where you believe you are situated against the effective practices.

This pilot is to get feedback on how useful the tool is and where improvements can be made.

Instructions

To help you get started, we've put together some easy to follow steps.

Resources needed for the pilot

- draft Netsafe Digital Citizenship Capability Review Tool
- background information about the tool
- access to the video
- link to the pilot feedback survey

CHECKLIST: HOW TO RUN THE PILOT REVIEW PROCESS

- Invite key people:** A staff member to lead the pilot process and any member of the school (students, Board, lead team, teachers) understands how digital citizenship and online safety are being supported in the school/community.
- Brief your team**
 - **watch the video (2 mins):** Netsafe's Director of Education Karen Spencer, introduces the pilot process.
 - **understand the tool:** Read through the background document and share at least the summary page with your team.
- Share the tool:** Your team will need to be able to
 - understand what the seven Key Areas mean
 - talk about your initiatives that are currently in place and compare them to the examples provided
 - make a 'best fit' judgement about where you sit against the 22 indicators across the Key Areas — *Yet to begin; Foundation; Extension.*
- Run a review session(s):** You will need approx. 1-2 hours.
- Provide feedback on the pilot survey.** We'd like to know
 - how difficult/easy is the tool to use?
 - does the tool help gain a clear and useful 'snapshot' of your current progress?
 - does it help to guide what your 'next steps' might be?
 - what changes/suggestions could you provide to improve the tool?
- Share images and documents:** We welcome other artefacts that show how you managed the process (e.g. images, annotated docs, recordings). All feedback will be kept confidential.

Ideas for running your review session

There are many ways to run a review session. Choose an approach that suits your team.

You might choose

- **all together:** Work through each Key Area together, discussing what they mean to you, what they look like in your school (based on information you have gathered) and then make a shared judgement against each effective practice indicator

and/or

- **pair and share:** Cut up the tool and assign different sections to different team members for discussion and review. Pairs bring their first judgements to the group and discuss together before reaching a consensus

and/or

- **walk and talk:** Display different Key Areas on the wall and walk around in pairs, assigning dots/ticks as they make their judgements – then come together for consensus

and/or

- **one to many:** Share the tool with your team in a brief first session; discuss the broad areas and how you will make your 'best fit' judgements. Complete your judgements individually then come back together for the rich discussion and consensus in a second longer session.

Thank you again for participating in the pilot. If you have any questions please contact Karen Spencer, Director of Education: karens@netsafe.org.nz