Netsafe | Digital Citizenship Capability Review Tool

Introduction and instructions for using the tool

Introduction

The Netsafe Digital Citizenship Review 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

Instructions

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

Gather resources before you begin

- Netsafe Digital Citizenship Capability Review Tool
- background information about the tool

Checklist: How to run your review process

☐ **Invite key people:** A staff member to lead the process and any member of the school (students, Board, whānau, lead team, teachers) understands how digital citizenship and online safety are being supported in the school/community.

☐ **Brief your team**

- **understand the tool:** Read through the background document and share at least the summary page with your team.
- **discuss why it is important for you all to scan the current situation** as a first step to prioritising actions

☐ **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

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- 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.

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.

Pro tip: It is not always easy to decide on an exact stage for each indicator or reach a consensus straightaway — and this doesn't matter. The aim is to discuss strengths and areas for development, based on evidence, and to decide on priorities. If you 'tick' between 'Not yet started' and 'Foundation', the discussion about *why* and *what you might do next* is the most valuable part of the process.

Share your feedback on the tool with us

We are always interested in how we can improve the tool. Email us at education@netsafe.org.nz to let us 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?

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☐ **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.

If you have any questions please contact Netsafe's Education team: education@netsafe.org.nz