



## Yearly Planning

Planning and preparing for Online Safety, Digital Citizenship and Wellbeing across the year

Netsafe has created a yearly planner for Online Safety, Digital Citizenship and Wellbeing. This planner highlights key tasks and spreads them throughout the year.

Keep in mind, every school/kura is unique so while the planners are a great starting point, they should be customised to fit your school/kura's specific needs. You might choose to incorporate school-specific events that complement online safety, digital citizenship and wellbeing or to reallocate or reshape tasks as needed.

**Te piko o te māhuri, tērā te tupu o te rakāu**

The way in which the young sapling is nurtured (bent), determines how the tree will grow.

# Add key dates to your term planner

Term 1	Term 2
<b>JANUARY</b>	<b>APRIL</b> World Intellectual Property Day
<b>FEBRUARY</b> Safer Internet Day	<b>MAY</b> Bullying Free Week & Pink Shirt Day Youth Week NZ
<b>MARCH</b> Children's Day NZ Zero Discrimination Day International Day of Happiness	<b>JUNE</b> Global Day of Parents
Term 3	Term 4
<b>JULY</b> Netsafety Week	<b>OCTOBER</b> World Mental Health Day World Teacher's Day
<b>AUGUST</b> International Youth Day	<b>NOVEMBER</b> World Children's Day
<b>SEPTEMBER</b> Random Acts of Kindness Day International World Peace Day	<b>DECEMBER</b> Human Rights Day

## Curriculum | Marau

- Identify opportunities to include online safety, digital citizenship and wellbeing in learning
- Create opportunities for group discussions using [Netsafe's Student Voice Check in](#)
- Explore resources to support learning

## Stewardship | Kaitiakitanga

- Familiarise yourself with school policies around online safety and digital technology

## Students | Ākongā

- Ensure students know how to get help and support
- Unpack and co-construct student user agreements that outline expectations
- Display user agreements in visible spots
- Set up accounts and logins
- Create a class/school online safety student group

## Partnerships | Mahi ngātahi

- Communicate to parents the emphasis on online safety and the role that they must play – this could be via class newsletters or during “back to school” events
- Ensure families and whānau know the school/kura’s processes for supporting and dealing with online incidents

## Professional Confidence | Te tū maia

- Sign up to receive Netsafe’s monthly online safety newsletter.

### BECOME FAMILIAR WITH THE FOLLOWING GUIDES:

- [Digital Technology - Safe and Responsible Use in Schools Guide \(MoE\)](#)
- [Guidelines for the surrender and retention of property and searches \(MoE\)](#)
- [Bullying Prevention and Response. A Guide for Schools \(MoE\)](#)
- [Supporting Students-Pastoral Care Guidelines Te Pakiaka Tangata](#)

## Inquiry and Review | Te aromātai

- Use a staff survey to help identify areas of strength and development

## Leadership | Hautūtanga

### Policies and Expectations

- Revisit parent permissions for the use of students’ images, work etc.
- Review procedures for student sign-up to school/kura accounts and devices

## NOTES

## Students | Ākonga

- Review how students can get help and support
- Revisit online safety expectations and ensure user agreements are still visible
- Review passwords and logins
- Explore leadership opportunities for students
- Introduce older students to the [Harmful Digital Communications Act](#) (if appropriate)

### TERM 3 & 4

- Ensure students know how to get help and support
- Revisit online safety expectations and ensure user agreements are still visible
- Start unpacking the [Harmful Digital Communications Act](#) (if appropriate) and talk about what these would look like in digital spaces

## Partnerships | Mahi ngātahi

- Identify opportunities to share online safety information with parents and whānau – this could be via class newsletters, school social media channels or during parent evenings <https://netsafe.org.nz/advice/parenting/>
- Involve students in initiatives to share online safety information with their whānau

### TERM 3 & 4

- Continue identifying opportunities to share online safety information with parents and whānau – <https://netsafe.org.nz/advice/parenting/>
- Continue to involve students in initiatives to share online safety information with their whānau

### TERM 4

- Share Netsafe's BYOD advice with whānau who may purchase BYOD devices during the holidays

## Professional Confidence | Te tū maia

- Identify and undertake professional development sessions for online safety, digital citizenship and wellbeing.
- Familiarise yourself with the Harmful Digital Communications Act and how it impacts you and your students

## Inquiry and Review | Te aromātai

### TERM 2 & 3

- Reflect on last term's learning and teaching, and use this to help you plan

### TERM 4

- Reflect on the year's learning and teaching, and use this to help you plan for the coming year
- Complete a Teacher survey to assist with future planning