**[Insert school/kura name] Staff Guidelines for the Safe Use of Digital Technology**

Netsafe has created this template to provide clarity, protection and support for educators navigating digital technology.

Digital technology and online spaces are an integral part of teaching and learning, but they come with unique challenges.

[Insert school/kura name] believes in using a digital citizenship model to support safe use of digital technology, minimising risks to the school or kura community and creating a positive online environment.

**[Insert School/kura name]’s Role**

[Insert school/kura name] acknowledges the role that digital technology plays in learning, and the complexities of online spaces. We are committed to supporting you as an educator to manage the risks for your students and create a culture that encourages safe use of digital technology.

**We will do this by:**

* Providing information about student and staff responsibilities
* Including online safety teaching in the school curriculum
* Offering reasonable access to internet and online services
* Using filtering software
* Providing technology that oversees students’ use of the school’s devices and platforms
* Allowing technology for personal reasons as long as it does not negatively impact others
* Keeping your personal information secure
* Protecting your freedom of expression under New Zealand’s Bill of Rights
* Developing a plan for online incidents and supporting staff and students involved. In the case of serious or illegal incidents, this could include getting in touch with the Police or Netsafe.

# Addressing Online Incidents

Despite the best intentions to minimise risk, sometimes there will be challenges and incidents within an online community.

Whether these occur in the school/kura or outside of the school/kura schools, [insert school/kura] expects that staff will take appropriate steps to address the incident and support those involved.

* Seek support and report any online incidents or suspected incidents with the potential to cause harm, then escalate appropriately (e.g. SLT). This includes any abuse or harassment of staff.
* Provide support to students and prioritise their safety. If needed, help them preserve evidence for future investigation.
* For more support, you can also speak to Netsafe. Netsafe is New Zealand’s independent online safety organisation and it provides services in support of educators and schools under contract to the Ministry of Education. They provide free confidential advice seven days a week. They can be contacted on **0508 NETSAFE (0508 638 723)** or online at [**netsafe.org.nz/report**](https://report.netsafe.org.nz/hc/en-au/requests/new)

# Staff Declaration

I understand and agree to follow the Guidelines for the Safe Use of Digital Technology. I am aware that this applies to using any digital technology and online space while at school, and for any school activity on a device that the school does not own.

 Signed

 Name

 Date