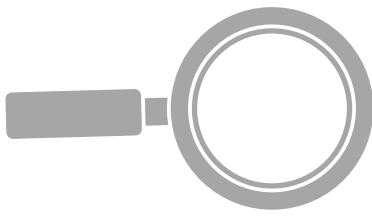


SELF CHECK

DIGITAL TOOLS AND ONLINE SITES USED IN LEARNING AND TEACHING

Safety and effective practice in the use of digital technologies and online spaces in learning.



ONLINE SITES / APP INFORMATION

I'm aware of any existing **age restrictions**.
I know sites used align with school policies.
I am familiar with the **T's and C's** of the sites.
I know how the site(s) or apps stores and uses our data.

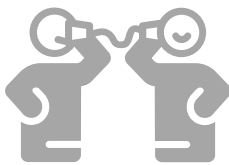
PARTICIPATION AND RESPONSES ONLINE

I know all who can **participate/comment**.
I know all **who can see** any content posted.
There are measures in place to **moderate**.
When using 'live' platforms e.g Zoom, safety, security and ethical considerations are discussed and expectations are known.



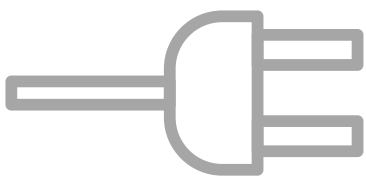
COMMUNICATION

Whānau and caregivers have been **consulted**.
Updates are **shared regularly** with family on our use of digital tech / online tools.
Students are involved in what digital devices and online tools are used, and how these should be **used safely and responsibly**.



UNPLUGGED OPTIONS

There may be circumstances where access to digital devices and online spaces is limited for some students. I have **alternative options available**.



LEGISLATION AND RESPONSIBILITIES

The **wellbeing and safety of students** is factored into how I manage the use of digital tools and online sites that we use.

Privacy implications and risks apply when I capture students' information (that includes images, videos, content, etc) on my personal devices | Also, if I upload this type of information online into my personal or online sites without explicit **consent** from caregivers/students themselves.

I am aware of my responsibilities and any school policies in relation to these aspects.

SELECTING DIGITAL TOOLS

Digital tools and online sites are explored and selected on a criteria of **effectiveness and safety** for the desired learning intentions.



PRIVACY

I know **who can see** others' content online.
I know which students have restrictions on any sharing of their personal information, images, content, etc.
I have taken appropriate measures to protect the privacy and security of all students' and users' content and information.



CONSENT

Leaders /principal know what digital tools and online sites we're using and why.
Admin / Account details are logged with leaders, I.T dept, and/or principal.

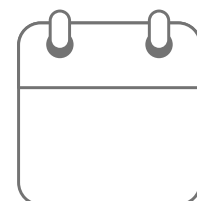
RISKS AND SUPPORT

A **policy, plan and processes are in place** to manage any risks or challenges that might occur in the use of digital tools and online sites, at school or working remotely.
I know what to do and **who to talk to** if an issue arises.
Students, Whānau and family know what to do if there's any concerns or something occurs online.



LONGEVITY OF CONTENT | TIME FRAMES

I know how long we (this cohort or class) will use particular online sites (a term, a year etc).
A plan is in place to delete content, or deactivate accounts once usefulness of the sites / tools has been reached. For example, website images, Google accounts, Seesaw content, etc.



THE HARMFUL DIGITAL COMMUNICATIONS ACT

I am aware of the **Harmful Digital Communications Act** and the Ten Communication Principles.

I know **Netsafe** can help in the event of a serious online incident.