**Compass and Google Apps For Education –**

**Purpose and How Alternatives are Supported at SCSC**

Compass is the online portal that students, parents and staff at Surf Coast Secondary College use to collaborate online, share ideas, submit digital tasks and gain feedback and information about progress of learning. Google Apps for Education (GAFE) is a cloud based system that allows staff and students to store files online, collaborate on shared documents and engage in discussion.

Whilst using Compass and GAFE enables us to create an easy managed, synchronous link between home and school, we do understand that some parents may decide against your child engaging in the use of an online platform for personal reasons. The table below outlines what the school processes will be given that a student should not be using Compass or GAFE. All decisions not to engage in the use of Compass or GAFE need to be discussed with the Principal or Assistant Principal before they will be enacted in the school system. Please email or phone the College to make an appointment if you need more information on Compass.

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| Purpose | **Not using Compass or GAFE** |
| Collaborating Online | * students will engage in face-to-face collaborative activities as per usual in the classroom
* students regularly engage in whole group discussions, small group work and partner work that enables them to seek guidance and feedback from others and opportunities to work together
* teachers may also at times display a conversation/collaboration that occurred on Compass or GAFE on a larger display in the classroom so that other students can see the resources shared or add their own ideas to the discussion points
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| Feedback to students as they progress on tasks | * students who are not using Compass or GAFE will have to submit their work via alternatives that are negotiated depending on the needs of the individual student
* one method may be emailing work to teachers and receiving electronic feedback and corrections via return emails
* one method may be handing in printed or hand written copies of work and receiving hand written feedback and corrections on the work
* we are happy to discuss other alternatives with families as necessary to ensure the students receive timely and detailed feedback
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| Feedback and assessment of students as tasks are completed | * students submit their work in the method as negotiated (emailing, hard copy)
* teachers provide a written comment and assess the item either using a Victorian Curriculum level, or a percentage grade for VCE/VCAL subjects. Although not visible to the student or home, this will be stored here for official reporting purposes
* students will receive a hard copy or electronic version of the assessment grade and feedback. This is commonly via a rubric which all students receive regardless of their use of the Compass system or not
* all students also receive regular verbal feedback about their progress and areas for improvement via learning conferences and informal conversations in the classroom
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| Reporting on student progress | * students will receive ongoing feedback and grades from their teachers, but will only receive a printed report at the end of term. This printed report is the same version of the data that is accessible via Compass. This report may not look the same as the online version due to formatting differences being required as the report would need to be manually created by Administration staff
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| Recording of attendance data of students | * students' Connect teachers will follow up with ALL students about absences and notes that need to be returned to if these are unexplained
* Learning Community Leaders will be in touch with families to support students who are at risk due to low attendance at school
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| Notifications to students/parents and teachers | * Learning Community Leaders and students' Connect teachers will be in regular contact with home about any important information regarding a students' engagement in school such as non-completion of work or missing classes
* the College will continue to use Facebook as a means of keeping the community up to date with events and reminders, as well as the fortnightly College newsletter
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