

## St Michael's Grammar School (VIC)

### Audit to alignment - using the eSmart tools to enhance school procedures

#### The review process

At St Michael's we see ourselves as holistic providers of education for our students from K-12. As a proactive and innovative school, we want to ensure that we are providing the most current and supportive educational resources for our students. We also value the importance of providing support and the upskilling of our staff in relation to curriculum delivery and to assist in the management of issues that may arise around technology.

Although we had various policies in place, the eSmart Framework provided us with the opportunity to review our current policies and procedures in relation to curriculum and also the management of issues associated with technology and its protocols.

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The eSmart Gap Analysis enabled us to audit all aspects of the school in relation to technology from general school organisation, planning policy, procedures and how we maintain a respectful and caring school community.

It also reassured our approach to Digital Education and we were able to see the areas that we needed to focus on.



This led to updating some of our policies and triage documents to ensure that we were managing technology and its issues in a correct and timely manner.

Built with our school values of Dignity, Respect, Care and Compassion at the heart of our decision-making processes, we used the information obtained from the gap analysis to work on curriculum and policy formation. Keeping these values at the heart of our work, ensures we are considering everyone fairly within the school community.

#### Our curriculum focus

We completed a curriculum audit asking all faculties to examine how they used technology and what they could do in the future to improve their curriculum delivery and to firm up all students understanding of the expectations around technology and its use.

We were able to explore how more effectively we could use technology in curriculum delivery as well as help to improve our teaching practices.

Domain focus:  
2, 3, 4,  
5 & 6

We were also able to use the eSmart Scope and Sequence to cross check against our digital and cyber education scope and sequence to ensure that we were offering a rich and informative delivery and to recognise where we needed improvements or where there were gaps.

"created a varied and interesting way for students to receive and complete work"

Because we were completing the eSmart initiative during COVID 19, we were able to look at what we were using to deliver our curriculum in relation to technology, and to support students and families with completion and recording of work across the semester. This situation allowed many staff to become proficient in using various modes of delivery, which not only enhanced their repertoire but also created a varied and interesting way for students to receive and complete work. Along with this, protocols and etiquette needed to be addressed for online learning that ensured the safety of students and ongoing professionalism for staff.

#### Remaining focused

The school continues to focus on ensuring acceptable behaviours are encouraged with the use of devices.

ICT agreements and school technology policy outlines to the expectations of use and expected protocols. The school sought the input from the Student Representative Council in the Smart Devices Policy review and the SRC Student Hub is a resource for online information.

"this has created a stronger home/school partnership"

The online safety messages through the curriculum provide students with a tool kit of strategies to use when confronted with difficult social media situations as well as general communications within and outside the school environment. Students are constantly reminded about their digital footprint and their online reputation as well as their personal branding through curriculum initiatives and how their actions have a direct bearing on their social image. The eSmart curriculum will take a place in our newly designed Personal Well Being program delivered at our Year 7-9 year levels, focusing on cyber language, behaviours and bullying.

### Parent relationships

The audit gave us the opportunity to review our relationships with the parent community and examine the support

that we are offering them regarding the management of their children and their understanding of technology. We provided parents information and support in case they came across the pitfalls of incorrect technology use. Communication with parents regarding technology, cyber safety and wellbeing is provided through newsletter articles, blog posts as well as special events relevant to cyber safety and technology.



The school organised a K- 12 Webinar featuring the expertise of Dr Kristy Goodwin with the aim of sending a message to families to Help Them Thrive online. Dr Goodwin's webinar aimed to help curious, confused or concerned parents navigate the digital world with their children and teens so they could leverage the benefits it offers students, whilst also mitigating the potential pitfalls.

Dr Goodwin also armed parents with research-based, yet realistic advice to empower them to support their child's physical health, mental wellbeing and

learning, as they engaged in remote learning and/or transition back to the classroom. Through new protocols and processes, professional learning meetings and parent teacher conferences have been able to be completed online and this has created a stronger home/school partnership. All communication follows expected modes of behaviour based on our school values. Therefore, staff, students and parents are all able to connect in appropriate and proactive ways.

### The benefits of eSmart

The benefits of implementing the eSmart Framework are many, from checking what you address and complete on a curriculum level, as well as ensuring that your documentation and policies are current and relevant. Other positives were that staff became more aware of ways to deliver their material that was interesting and current for the student body. Staff also became more knowledgeable when managing issues associated with technology. The eSmart Framework provides a measure by which a school can map and track its progress in relation to technology and to ensure that all the community are safe and representing themselves well. It also assists in helping the school maintain its triage processes and to gain new information when it comes to hand.

## School profile

St Michael's Grammar School is a Independent school in St Kilda, Victoria.  
The school has an enrolment of 1180.  
They have been a registered eSmart School since 2019.