

## 10.1 Code of Practice: Acceptable Use of Student Achievement Data

### Purpose

The Director-General is responsible to the Minister for the operation of public schools. The Director-General, in establishing procedures to ensure acceptable use of student data, directs the school board members to sign this code of practice prior to reviewing data for the purpose of monitoring and reviewing school performance.

Principals are responsible for ensuring that staff and school board members are familiar with the relevant information related to confidentiality and security of all student assessment materials and data as identified through territory guidelines and national protocols. Board members must operate within the parameters outlined in this code of practice. The parameters are in accord with the Information Privacy Principles of the *Privacy Act 1988* (Cwlth). School Board members must sign this Code of Practice.

Within the ACT, the National Assessment Program Literacy and Numeracy (NAPLAN) protocols are written in the *National Assessment Program Literacy and Numeracy School Administration Handbook*.

### Mandatory procedures

Student achievement data will not be used to:

- i) compare individual students
- ii) assess teacher performance
- iii) compare individual teachers
- iv) make positive or negative comparisons about the relative performance of schools
- v) compare public and non government schools.

It is acceptable to:

- i) collect and use student achievement data in ways which support the teaching and learning practices in the school and to ensure that information about student achievement is used to improve learning outcomes for students
- ii) inform parents about the purposes of data collection and to provide information relating to their child's achievement
- iii) report to the school community about individual school performance.

### School board members will:

- i) not broadcast any information on achievement which could aid in the production of information comparing individual students or ranking schools
- ii) not use student achievement information publicly to promote schools, teachers or principals
- iii) ensure that information about student achievement is not misused.

I declare that I have read and understood this *Code of Practice* and agree to abide by it.

Surname \_\_\_\_\_ Given name(s) \_\_\_\_\_

School \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Education and Training Directorate is collecting the information on this form to enable it to manage student data.

**This declaration is to be returned to:** The Senior Manager, Educational Performance Section. Education and Training Directorate Fax: (02) 6205 8353 **by 31 May in the year of appointment.** A copy should be retained on the official school board file.