



## Memorandum of Understanding For handling swell schools' data

The schools in the swell network have agreed to standardize the collection and administration of selected assessment data. The aim of this initiative is to complete an annual analysis of achievement trends in the swell network in order to inform teaching strategies that will help student achievement.

The network has agreed there are some common challenges with the control and privacy of centralising and showing each others data. This MOU clearly identifies each school's responsibilities and the protocols associated with sharing each others data. These are:

1. When network data is presented to schools it is important that it is delivered sensitively.
2. An overall network report will be given to all swell schools. This report will identify trends that schools and the network may need to focus on for future improvement. No school will be identified in this report.
3. Each school's individual data will be received by that school. No school will know what other schools' reports contain unless they choose to share that information at some point.
4. Each school will receive a copy of the report a day or two before presentation so they can read and digest it before the overall presentation.
5. No school shall use the results of network data gathering for promotional purposes.
6. Schools shall treat all data with confidentiality.
7. The data contained in the reports must be treated with professional respect. Some information from the network report may be released to the community in consultation with the principals.
8. Reporting to individual Boards of Trustees shall only involve the individual school's data and the network data.
9. Should any member of the press contact a school regarding the results please refer them to the director of the swell network.

**I have read the memorandum of understanding and agree with, and will abide by, the protocols.**

**Board chairperson:**

**Date:**

**Principal:**

**Date:**