



PRINCIPAL'S CHECKLIST

The Institute of Positive Education (IPE) provides survey resources to schools who choose to measure the wellbeing of their students.

We provide the following checklist for your consideration.

Communicate to all staff and parents

Advise all staff and parents of the following:

- Gathering student wellbeing data is core business for all schools;
- Establishing a robust evidence-base is fundamental to the school's efforts to support and maximize wellbeing.

Communicate to all students

Advise all students of the following:

- Their answers will be completely anonymous (secret) – all students use the same login;
- All collected data will remain completely non-identifiable, which means no one will know the names or identities of any students completing this survey;
- Participation in the survey is voluntary and they will not get in trouble if they choose not to participate. They can choose not to complete the survey at any time;
- The survey will be completed in class-time;
- Their survey responses will assist the school with its efforts to support student wellbeing.

Commitment from the Principal

As Principal, I commit to the following:

- I will ensure that sufficient time is allocated for the completion of the survey by students;
- I will ensure that IT services and facilities are available and functioning, including connection speeds, hardware, and browsers*;
- I will provide support, address and deal with any sensitive issues in the unlikely event that they arise for students who participate in the survey;
- I understand that I will have access to my own descriptive school data reports, including interactive reports, via my secure Survey Reporting Portal;
- I understand that the Institute of Positive Education may share aggregated data non-identified by school or individual with formal IPE research partners;
- I will ensure this survey is conducted in an ethical manner by adhering to all relevant School policies.

* For the best surveying experience, we strongly recommend the following:

- Have students use one of the following web browsers: Google Chrome, Mozilla Firefox, Safari or Microsoft Edge. We do not support Internet Explorer.
- Have students use one of the following devices: desktop, laptop or tablet. We have encountered issues with survey completion on phones.
- Log into the survey yourself the day before the student surveying date to ensure there are no issues accessing the survey at your school. If you encounter an issue, it is likely due to a firewall and your school's IT team should be able to assist you.

For the IPE Data Policy go to: www.ggs.vic.edu.au/institute/ipe-research/mi7-data-policy