LEADing Lights
Transforming learning for all

Handbook for Principals

CATHOLIC EDUCATION
WESTERN AUSTRALIA
“Change will not come if we wait for some other person or some other time. We are the ones we’ve been waiting for, we are the change that we seek.”

Pope Francis
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A Note from the Executive Director

Catholic Education Western Australia (CEWA) is committed to being a learning organisation that equips children and young adults with the knowledge and skills to prepare them for an increasingly interconnected and complex world. Our LEAD strategic intent directs us to be a flourishing Catholic education system that supports our students to discover their true potential as envisaged by Christ.

CEWA is undergoing a significant digital transformation to deliver world-class learning experiences for students, staff and parents at a time of rapid social and technological change.

Our exciting digital transformation project – LEADing Lights – is amplifying the excellent education in our community through the creation of a single digital platform for all CEWA schools, early years centres and central and regional offices.

This bold initiative will streamline learning and information and will ensure we achieve our vision of providing an education system where everyone can flourish.

LEADing Lights is a landmark digital transformation program that will see the very good become great as our schools become progressive centres of communication, collaboration and, not least, learning.

For principals, the advantages are enormous.

As school leaders, you will benefit from having a fully integrated ‘end to end’ digital platform that can significantly enhance the management and processes of your school. You will also gain access to personal insights allowing you to make insightful, informed decisions that have never been possible before.

As part of the transformation process, the LEADing Lights team remains committed to supporting and empowering you to optimise this transformative digital platform and to guide your school into a new era.

To this end, this handbook has been created specifically with you in mind to help you navigate your way.

Thank you for your leadership.

Dr Tim McDonald
Executive Director Catholic Education Western Australia

Handbook Overview

The purpose of this handbook is to provide information about LEADing Lights and to enable you to begin using the new digital platform and services in your school.

As your school’s leader, your leadership and engagement with LEADing Lights is key to its success.

Change is inherently human and always present in education, however it brings complexity. Please be assured once you’re familiar with the new systems, the wide array of benefits will become clearer and we’re confident you won’t look back.

The systems are easy to navigate and use, and will become invaluable to you in a short space of time.

This handbook focuses on the 4 Horizons of LEADing Lights:

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<th>Horizon</th>
<th>Description</th>
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<tr>
<td>Horizon 1</td>
<td>Credentials (your single, secure login access)</td>
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<td>Horizon 2</td>
<td>Office 365 (a new suite of teaching and learning tools)</td>
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<td>Horizon 3</td>
<td>Administration of Schools (a new finance, student administration, academic management, attendance and reporting platform)</td>
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<tr>
<td>Horizon 4</td>
<td>Your Portal &amp; Insights (an intelligent, personalised hub with powerful analytics and data driven visuals to enable better decisions and improved learning opportunities)</td>
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Our aim is to support and empower you through the 4 Horizons of the LEADing Lights journey. This handbook is a step by step guide for each Horizon.
About LEADing Lights

An end to end digital platform for schools encompassing communication, collaboration, finance, marketing, data storage, advanced analytics, reporting and more.

LEADing Lights, CEWA’s landmark digital transformation initiative, is taking us to the future of education and helping our community come together under one identity allowing us to share, communicate and collaborate in ways we haven’t experienced before.

This exciting system-wide initiative will see us create a personalised digital learning ecosystem for every single Catholic school across the state.

Ultimately, everyone across CEWA will have access to an integrated suite of tools, cloud services, storage, communications, collaboration, student management systems and a professional learning and development environment. These will help ensure every student achieves their full potential, every teacher delivers inspiring learning and every school becomes a flourishing, successful school.

A key component of the new system will be enhanced management, security and analytical and reporting abilities that will become invaluable for principals and leaders.

Some schools are already on board and we encourage you to join them without delay so your school has access to the new range of digital opportunities and their benefits.

LEADing Lights will connect students, teachers, principals, resources, support networks and parents to foster a more powerful learning community and equip students with skills for today and tomorrow.

What LEADing Lights can do for you:

- Connects your school community to the latest
  - communication, collaboration and productivity tools
  - learning resources
  - management systems
  - personal learning and development opportunities
- Streamlines technology so it’s better and safer
- Provides an easy to use, portable system you can access from anywhere, any time, on any device
- Makes knowledge sharing easier
- Centralises student and management information
- Provides real time analytics to inform everything from student progress to school planning
  - Benchmark student, class and school performance across the system
  - Gauge achievement trends
  - Amplify your school’s social presence in the community
  - Better guidance for health and wellbeing
- Makes learning more engaging as students benefit from world class technology and resources
- Helps teaching to be more flexible
- Ensures parents are more informed
- Leads to schools becoming more vibrant and innovative

The 4 Horizons

1. Credentials
2. Office 365
3. Administration of Schools
4. Your Portal & Insights

This handbook focuses on the implementation of Horizons 2 and 3.
Credentials
Each staff member and student now has a new email address and password. Your credentials give you easy access to a suite of great tools and resources and provide new levels of security and privacy. Don’t worry – you can still keep your existing school email address! Log in now at portal.cewa.edu.au.

Office 365
An exciting new suite of teaching and learning tools is being implemented in your school. Everyone will get access to the latest collaboration, productivity and learning resources, including old favourites like Word and new tools like Sway. Visit portal.cewa.edu.au and log in with your credentials to explore your new suite of tools.

Administration of Schools
Behind the scenes, your school is introducing a new and improved system for finance, student administration, academic management, attendance and reporting. This new software will provide you with a clear picture of your students in real time, saving you time, resources and helping you focus on the things that matter.

Your Portal and Insights
LEADing Lights enables the LEAD strategic direction by providing every principal, teacher, student and parent with a digital hub that brings together new tools and resources in one place. With powerful analytics and data-driven visuals, teachers, leaders and students will be able to make better decisions and improve learning opportunities using real-time information.

leadinglights.cewa.edu.au
LEADing Lights
Adoption Journey

1. Credentials
   - Start planning for your journey now.
   - Activate all staff and student credentials by the end of Term 3.

2. Office 365
   - A new suite of teaching and learning tools for every leader, teacher, and student.
   - Everyone will get access to the latest collaboration, productivity, and learning resources, including old favourites like Word, PowerPoint, and Excel, and new tools like Sway.

Prepare
- Familiarise yourself with Office 365 - your new suite of tools, including OneDrive, OneNote, Teams, and Claned.
- Speak to your IT Lead and plan your school's implementation of Office 365.

Hand-over
- LEADing Lights hands over management of Office 365 to your school’s IT department.

Engage
- Engage and train your teachers with the support of LEADing Lights partners and materials.
- Your IT Lead arranges the migration of all teaching and learning assets and flies to the cloud.

Migrate
- Office 365 gives staff and students access to classic tools like Word, PowerPoint, and Excel as well as new ones like Teams, Sway, and Claned.
- Your school credentials need to be activated to progress.

Prepare
- Your school's administration and finance officers take part in familiarisation walkthroughs and previews organised by LEADing Lights (Nov-Dec).
- Read the Business Change Checklist provided by LEADing Lights and learn about the key activities and lead roles for staff.

Schedule a preferred week in which the systems transition should occur at your school, and LEADing Lights will work with you to best accommodate your needs.

Everyone now has a new email address and password. Your credentials give you access to a suite of tools and systems with new levels of security and privacy. Don't worry – you can still keep your existing school email address! Log in now at portal.cewa.edu.au.
A new, improved system for finance, student administration, academic management, attendance and reporting. This new platform will provide you with a clear picture of your students in real time, saving you time, resources and helping you focus on the things that matter.

LEADing Lights enables the LEAD strategic direction by providing every principal, teacher, student and parent with a digital hub that brings together new tools and resources in one place. With powerful analytics and data-driven visuals, teachers, leaders and students will be able to make better decisions and improve learning opportunities using real-time information.
Your School's Transition

### User Experience
- Fragmented systems with multiple access points that create inefficiency
- Limited visibility of student progress and outcomes

### School Administration
- Data is stored in systems that don’t connect to each other
- Complicated maintenance with multiple licensing fees

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#### Administration of Schools
- Administration
- Attendance
- Student Wellbeing
- Calendar
- School Finance
- Marksbook
- Analytics
- Assessment Feedback and Reporting
- Parent Engagement
- Timetable Curriculum Planning
- Academic Reports

#### Office 365
- Forms
- Class Notebook
- One Note
- One Drive
- Planner
- Yammer
- Outlook
- Stream
- Sway
- Claned
- Minecraft Education Edition
- Imagine Academy

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#### AFTER
- Simplified single access to software and tools
- New learning tools and insights with purpose-built interactivity, enabling reporting and analytics

#### SCHOOL ADMINISTRATION
- Fully integrated - removing manual synchronisation
- Reduced long term licensing costs
# Roles and Responsibilities

## Principal

**Role**
Active leading by example - champion the vision and support the LEADing Lights (LL) rollout plan

**Key Tasks**
- Communicate the journey among school and leaders
- Be an advocate for teachers and support for colleagues

## Assistant / Deputy Principal

**Role**
Responsible for actioning key items in the LL handbook and liaising with LL Team

**Key Actions**
- Helping teachers to transition to the new technology (specifically, adopt attendance and marksbook)

## Business / Finance Manager

**Role**
Looks after all financial aspects of LL

**Key Actions**
- Leading the Administration of Schools horizon
- Trialling finance and admin models
- Organising training for relevant staff

## Professional Learning Lead (PLL)

**Role**
Supports ongoing engagement of teachers with LL learning tools

**Key Actions**
- Helping teachers to engage in all PL experiences
- Coordinating learning experiences with school needs

## IT Lead (Technical)

**Role**
Oversees all LL tools are working as expected

**Key Actions**
- Liaising with LL technical teams
- Supporting the school as a whole

## Digital Technology Coordinator

**Role**
Supports PLLs to ensure teachers have skills to integrate in class

**Key Actions**
- Acting as the link between the IT Lead and teachers
- Modelling examples of how it can be implemented
- Support teachers with technology

## Parent

**Role**
Only needs an awareness of LL at this stage, will eventually engage with parent portal

**Key Actions**
- Preparing themselves for a transition from existing portals to LL

## Teacher

**Role**
Needs to learn and utilise LL tools and integrate into teaching

**Key Actions**
- Using personalising and collaborating with your tools
- Engaging students with learning tools
Planning for Your Journey

Primary School
What level of planning do I need to do based on the software and computers we use today?

What software does your school use most often?

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What computers or devices are most commonly in use at your school today?

- Mac & iPad
- PC / Windows

Secondary School
What level of planning do I need to do based on the software and computers we use today?

What software does your school use most often?

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</tr>
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What computers or devices are most commonly in use at your school today?

- Mac & iPad
- PC / Windows

*Note these are for a ‘typical’ school that meets these criteria, each school will have a different process if you have a combination of Mac & PC, internal IT resources etc.*
Horizon 1 – Credentials

As soon as you activate your credentials, you’ll enter an exciting new world of technology

Activate!

For principals and staff

The first step is simple: log in to your CEWA account at portal.cewa.edu.au

Your credentials are formatted as firstname.surname@cewa.edu.au

LEADing Lights sent your credentials or login details with your user name and password to your school in April. If you don’t have these, you’ll need to check in with your internal IT team or person or your IT partner.

Your secure, single log in can be used on any digital device. Once you’re in you’ll be able to view and access the CEWA customised Office 365 tools and thereafter, the full set of applications for Administration of Schools.

For students

You or your IT person would have received email notification from LEADing Lights with individual log in (user name and password) for all students.

To activate all student credentials, you or your IT lead has been asked to book in through Eventbrite (the online booking system).

Schools that have not yet booked in a time through Eventbrite to activate their students’ credentials will be asked to nominate a time before August 11, 2017. To provide flexibility for schools you will be able to nominate a time between now and the end of September.

The LEADing Lights support team will be in touch with you to book an online technical support meeting to be held over Skype where you will be taken through the details of how to deploy your students’ credentials.

You’ll also be sent details such as personalised implementation and deployment plans and how to access various online tools and resources.

Please note: While everyone has their own log in, not every student is required to use their log in. Some schools for example are only deploying one year level as a trial in 2017. It is up to each individual school as to how many students are deployed.

As is the case for principals and staff, students can use their secure, single log in on any digital device.
Once you’re logged in

Once you’re logged in, you’ll have access to your new suite of Office 365 tools. This is your platform for most CEWA services. You’ll see it contains various tools or applications for learning, communications and collaboration.

Everyone has access to a base set of tools but leaders, staff and students have access to different optional tools including:

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<tr>
<th>OneDrive</th>
<th>Class Notebook</th>
<th>OneNote</th>
<th>Outlook</th>
<th>Forms</th>
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Compatible with any Windows, Mac or iPad device – you choose

For users, the home screen will look the same whether you have a Windows, Mac or iPad, so all these tools are accessible online, or via an app, no matter what device you use.

Every user under the Microsoft licensing arrangement with CEWA can install Office 365 on up to 5 of their own devices at no additional cost.

New staff

Remember, if you appoint new staff, (if you’re a non-payroll school) after you’ve activated your credentials, you’ll need to notify the LEADing Lights support team so we can set up a new account for them.

Your existing email address

You’ll receive a new CEWA email address, however you can forward this address to your existing school account (and therefore retain your school branded email address). This can be done for your whole school or individuals can choose to do this.

Get on board asap!

We urge you to activate your credentials as soon as possible so you can access your new world of LEADing Lights technology and the great benefits it will bring. What’s more, this is the address we’ll use to send all news, updates and opportunities regarding LEADing Lights.
Horizon 2 – Office 365

What

It’s about connection and knowledge sharing.
It means everyone can be in the know

Office 365 and the cloud

Office 365 is the new cloud based Microsoft Office platform. The key difference between Office 365 and previous versions of Microsoft Office is that data and information is stored off-site ‘in the cloud’. This means data is hosted and stored by Microsoft. It’s a secure, resilient system that’s more easily accessible. Users will always have access to the latest version of Microsoft Office products so there’s no need to install future updates as these happen automatically.

There are other important benefits, such as no longer needing to purchase and house cumbersome servers that take up space, cost a lot and require maintenance, repair and additional investments including backup and virus protection.

Office 365 can be configured with different tools tailored for each school’s specific needs.

CEWA’s version of Office 365 is a package of tools or applications designed to give your school community access to information, knowledge and collaborative experiences that will optimise learning and, at the same time, ensure everyone at your school has access to the latest technology.

And, instead of schools designing, managing and updating their own service and systems, Office 365 is one large cloud based system designed to be used by every single Catholic school in WA.

Organisations across the world are moving to cloud based information systems as they allow integration at unprecedented levels where a wide array of information is accessible for a large number of users across any device.

As a principal, one of the most important aspects for you is analytics – helping you to inform your program of continuous improvement.

With Office 365 and the new Administration of Schools (AoS) services, you’ll have a single, integrated platform which will enable access to real time data on everything from student performance to attendance, graduation or wellbeing, and benchmark it against other schools, past years, system averages or WACE and NAPLAN and other external assessment statistics.

In essence, it will enable you to better drive school improvement.
Why

The benefits of Office 365

Learning equity
- every student benefits from the same world class technology, tools and resources.

Technology manageability
- one system for all schools eliminating the need for schools to design and manage their own. Removes the burden of security too.

User friendly
- one single convenient login address giving access to every digital service unlike in the past where multiple passwords were required for multiple systems.

Privacy
- LEADing Lights supports the Privacy Act 1988 which was applied to all our schools since 2001 and has had several amendments over the last 13 years, most recently in March 2014. The Act governs the collection, use, storage, access and disclosure of personal information by organisations such as schools and Catholic Education WA. The National Catholic Education Commission (NCEC) has updated its Privacy Compliance Manual to incorporate and explain the recent amendments to the Act in its application to schools. The Catholic Education Commission of Western Australia has also amended the Standard Collection Notice to be used by schools as well as the Photograph/Video Permission Form.

Safety and security
- superior security and safety with the Microsoft cloud. Microsoft Cloud Solutions has been assessed against the Australian Government Information Security Registered Assessors Program (IRAP), which provides assurance for public sector customers that Microsoft has appropriate and effective security controls

Budgets
- an easier, more manageable and more predictable single per staff member per year cost

Portability
- student information is in one place which makes it easier if they change schools and it’s also retained for work placements after schooling is completed. Similarly, if teachers or students move schools their data is easily accessible.

Skills and knowledge transfer
- students, parents, teachers, administrators and principals can share knowledge, skills and experiences without needing to learn a new system if they change schools

Innovation
- the sky’s the limit with the latest technology where you can reimagine and reinvent learning

Inclusive
- all areas of Catholic Education from early years centres and OSHC have one single system with consistent tools and experiences for all staff

Insightful
- intelligent analytics underpin the system enabling future planning from an information perspective

How

Prepare → Migrate → Engage
Prepare

Familiarise

Once your credentials are activated, you’re ready to start familiarising yourself with Office 365 and your new suite of tools including OneDrive, OneNote, Teams and Claned.

Plan

In collaboration with your IT support (whether an internal department or person or an external technology partner) you’ll need to plan how your school will implement Office 365.

Things to consider in your planning are: how will you support staff to get on board with the new platform and tools; how will you help them best understand the benefits from using the new platform and tools with their students and how will your support staff (IT, finance, administration etc) help to drive the migration of your data from your existing system to the new one.

It’s really important to plan this stage carefully. You’ll need to gain an understanding of the time and resources required for training, pedagogical application, internal process changes and the impact of data migration. Also the migration process may impact your resources and the running of your school, so with thorough planning you can mitigate any potential issues and delays that may arise during the implementation and data migration stage.

Each school is responsible for working out the best way to implement the changes including how staff will be supported and the migration of their school data. These processes can be done with support from CEWA, internal IT personnel and external IT providers.

Depending upon your individual school circumstances, some schools may incur some costs.

Support

The LEADing Lights Support Team is on hand to assist with any queries along the way. We’ll also provide you with a range of support materials including technical and professional learning materials to help you become Office 365 ready.

Migrate

SharePoint / OneDrive

Once the preparation phase is complete, you’re ready to migrate your data to the new system. Your IT person will be provided with information about how to migrate all your school data and information together with individual staff files and folders (including the school share drives or existing teaching and learning assets such as curriculum information, lesson plans etc.) to a school SharePoint site or a personal storage platform called OneDrive.

Because your data is in the cloud (and can be replicated locally), there will always be an automatic backup, which provides you with peace of mind that your data is always secure and available. What’s more you’ll be able to access your files anywhere, on any device (PC, Mac or iPad), at any time.

OneDrive allows multiple users access at the same time, so you’ll be able to share and work together with colleagues and collaborate on Word, Excel, PowerPoint and OneNote for example, from your desktop or mobile device from multiple locations.

It’s a much more intelligent way of working – data is more secure, sharing is enabled, documents are saved automatically, everyone has access to the same version, work practices are more efficient and organised, and outcomes are enhanced.
Same file structure

Your current file structure will be the same so you don’t need to worry about not being able to find files in the new system. However, a word about naming conventions - if you or your students use special characters e.g. emojis, % or / (forward slash) signs in your file naming structure, you may need to remove these to enable a seamless transfer. The LEADing Lights data migration team can help with any anomalies like this to ensure a smooth transition.

Analytics can now kick in!

It’s important to make sure you migrate ALL your information and teaching materials across at the same time so you have a complete picture of all your data.

It’s equally important to get staff and students using the Office 365 tools as soon as possible so you can start to benefit from the power of the system which will give you unprecedented levels of insight into the running of your school.

Engage

Once you have some clarity and a greater understanding of Office 365, and your data has been migrated, it’s time to get your team involved.

We recommend you commence training and engaging your staff as soon as possible to avoid your team working across two different systems and encountering potential double ups of information, gaps and inefficiencies.

But also, getting them on board sooner rather than later means they too will start seeing the benefits of the new system in their teaching.

Training

LEADing Lights will provide plenty of support in the form of training, professional development and supporting materials.

This will occur in various ways:

- Experts will be available to work with your staff (from CEWA or external providers)
- Training with your early adopters who lead Professional Learning Communities (PLCs)
- Regional conferences that are facilitated by the LEADing Lights support team
- Digital Transformation Lead Educators program (DTLEs)
- LEADing Lights webinars
- Online training from the LEADing Lights support team and Microsoft Educator Network
- Playbooks, video tutorials and other self-service resources
- Emails from LEADing Lights will provide regular updates

Some schools may use internal personnel while others may opt to engage external trainers if there is no dedicated resource or you want to get activated faster. Make sure if you use external trainers, you choose appropriate professional training for your staff. For example, sometimes staff will require training on how to use the tools, at other times, there may be a need for training on pedagogical applications for classroom use.

Remember...

To get the most out of your new intelligent platform, it’s important to have as many staff and students engaging with the new tools as possible.

Get on board

For the best outcome, we encourage you to adopt Office 365 before Term 4 2017 ends allowing teachers and students time to play, prepare and be ready for the 2018 school year. Once you have access to the new learning tools and start using them often, we’re confident you won’t look back.
Horizon 3 – Administration of Schools

What

Administration of Schools (AoS) extends CEWA’s new online platform and provides a new and improved system for finance, student administration, academic management, attendance and reporting. This new platform will provide you with a clear picture of your students and school in real-time, saving you time, resources and helping you focus on the things that matter. It will bring all the data you need and use into one place. No longer will you need to log in and out of multiple systems to get the job done.

It’s important to note, your school must have completed its move to Office 365 (and your credentials activated) to progress to AoS implementation stage.

Key Modules for Administration of Schools

- **School Administration**
  - Application, Enrolment, Alumni

- **School Finance**
  - Accrual Accounting, Procure-to-Pay Process, Billing

- **Parent Engagement**
  - Enabling Parent Viewing and Activities

- **Marksbook**
  - Standalone marksbook capability

- **Attendance**
  - Attendance is central to teaching and learning, identify attendance patterns

- **Academic Reporting**
  - Reporting process for academic reporting

- **Analytics**
  - Helping schools and students learn and grow

- **Student Wellbeing**
  - Attending to the needs of individual students and pastoral care

- **Timetable**
  - Integration with Timetable solution

- **Calendar**
  - Integrated Calendar

- **Assessment Feedback & Reporting**
  - Evaluation, Student Reflection

- **Curriculum Planning**
  - Curriculum Content, Online Lessons
Why

The benefits of AoS

- Integrate and enhance school capabilities
  - Integrate disparate school processes across finance, administration, enrolment, VET and enhance capabilities at schools
- Compliant modern financial system
  - Allows ASNC compliance with modern and flexible accrual based accounting system
- Data insights to improve education and wellbeing
  - Provides platform for data insights, wellbeing and advanced analytics to support teachers and students in improving outcomes everywhere
- Benefit from staged system updates
  - Benefit from ‘build-once, available everywhere’ Catholic Education System updates – including new reports, system enhancements, new features, ongoing investment, plus integrated support model

What will AoS mean for you

- Compliant with the requirements of the Australian Charities and Not-for Profit Commission Act 2012 (Cth) (the ACNC Act) – for accrual accounting including standardised financial templates for reporting
- New Standardised Chart of Accounts for the System providing ability to gain greater insight for financial management
- Performance of my school and year cohorts in comparison with other schools in the system
- Gain the benefits of ongoing system improvements, additional features and cross system benefits
- System generated compliance reporting
  - Complete integration with Edval Timetable solution – including Subject Selection, Parent-Teacher Interviews and Daily Organiser
  - Great insight through Power BI to assist in strategic planning – standardised Dashboards to assist schools with key areas requiring analysis

How

Prepare → Migrate → Engage
Prepare

AoS will be implemented in a staggered manner across all CEWA schools starting with early adopters in 2017, followed by the main rollout next year.

To help schools prepare for the new AoS system, the LEADing Lights teams have commenced familiarisation sessions for your key administration and finance staff. More of these are being planned for the coming months and you will be receiving invitations to get involved and attend.

To help you plan for the transition, we have developed a comprehensive Business Change Checklist. It is important to understand the key activities and lead roles as detailed in this list. As part of this planning, you need to schedule a preferred week in which the transition will occur. LEADing Lights will work with you to accommodate your needs, while ensuring the implementation is done in a timely and well-planned manner.

There are three streams of work which need to occur before you can start. These include administration, finance and technical activities. You will need to appoint a lead to each of these streams and allocate the necessary time and resources for each.

With the three streams of work underway, please be aware that we are here to support you along this exciting change journey.

Keep in mind your staff may need to spend time cleaning up your school’s data (filing, deleting obsolete information etc.) in preparation for the migration as no doubt you’ll want to start your new system with information that’s as accurate as possible.

Before migration can occur, each activity in the Business Change Checklist needs to be completed and signed off by the Principal. Please then confirm with the LEADing Lights team that you are ready to go!

Migrate

In this next phase, LEADing Lights will do the data migration for all of your school’s administration and finance systems. Data will be extracted from your current systems through an automated process developed by our data migration experts. This will be uploaded into the new AoS platform with robust quality control checks and oversight along the way.

Once migration has occurred, your school’s finance, administration and IT departments will need to complete a series of checks and signoffs before full deployment to your school.

Now it’s time to engage your teams!

Engage

Your school will now enjoy a new suite of services and tools for finance and administration which will deliver loads of benefits in the short and long term.

Training will be available for your school and information will be available on our website and Administration of Schools SharePoint site with a series of how to guides, FAQs, webinars and other valuable information.
Horizon 4 – Your Portal & Insights

LEADing Lights will give principals, teachers and students access to powerful data-analytics tools giving greater insights

Your Portal
The LEADing Lights system will mean every principal, teacher, student and parent has access to an easy-to-use portal bringing this new technology together in one place, including key student data.

Teacher portals will streamline every day responsibilities such as attendance, curriculum and program plans, feedback and wellbeing notes for students, formative assessments and reporting. The portal will also be a springboard to the teacher’s class resources, files and student data. Mobile apps will also be developed to make activities such as recording attendance quicker and easier.

A student portal will provide one stop access to classes, timetables, files and documents, notifications and recommendations.

Parents will have a portal to access information in one place for all CEWA children in the family, enrolment, fees, and news from the schools.

Insights
Your LEADing Lights dashboard will empower you to drive improvement for students, staff and your school by accessing all your data, analytics, and visualisations – one of the most important ways you can monitor and guide your program of continuous improvement in the Catholic Education system.

A single integrated platform will enable you to see real-time data on everything from student performance, attendance, graduation or wellbeing and benchmark these against other schools, past years, system averages or WACE, NAPLAN and other assessment trends.

Not only will the analytical functions mean you can see how your school’s tracking, you’ll also be able to investigate the impact of new initiatives to quickly gauge success and use predictive analytics to give you time for early planning and actions.

You’ll be able to make decisions and predict problems before they happen. Over time, CEWA’s data and analytics platform will enable proactive notifications of trends to be sent directly to principals, teachers, parents or students. And as we expand the information in the databases about the programs and supports we are offering each child, the relationships between services and results will make recommendations possible, supporting the decision making by educators in each school.

The possibilities are almost endless.
Privacy and Security

Your school’s privacy and security is our priority. To ensure this, the LEADing Lights program is fully compliant with the Privacy Act of 1988. This means the collection, use, access, storage and disclosure of your students’ personal information will only ever be used for educational purposes.

While it’s the responsibility of the individual school to manage data sharing within its own communities, LEADing Lights’ platform of choice (Microsoft) is equipped to support you with best-of-breed digital security and personal information protection.

Microsoft is the first cloud provider to have adopted the ISO/IEC 27018 code of practice, covering the processing of personal information by cloud service providers. Microsoft Cloud Solutions also comply with ISO/IEC 27001/27002:2013 which defines the security controls required of an information security management system. In addition, Microsoft Cloud Solutions has been assessed against the Australian Government Information Security Registered Assessors Program (IRAP), which ensures your school has appropriate and effective security controls built into the LEADing Lights system.

Contact us

For general support and information
visit leadinglights.cewa.edu.au

For technical support
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For professional learning information
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LEADing Lights and Research at Catholic Education WA

As a learning organisation, CEWA prioritises continual growth of each student, educator and staff member, and thus our community, through reflection and inquiry into our practices. In keeping with our inquiry stance, CEWA expects research to be integrated into key strategic initiatives, including Leading Lights.

This research enables CEWA to:

1. Provide opportunities for professional learning among CEWA staff who seek grow in their skills related to data, analytics, and insights for action, as well as students as;

2. Closely understand our progress and opportunities for improvement along the way as Leading Lights is implemented;

3. Share learning through scholarly channels and empower CEWA’s partners with feedback for improvements that will lead to higher levels of student success.

Our research is aligned to CEWA’s strategic directions and Leading Lights’ conceptual frameworks, as shown in the diagram.
Our research is designed to showcase development in CEWA, schools, and classrooms as digital learning organizations; to support planning and professional learning; and contribute to understanding of learning supported by digital environments. Leading Lights research includes measures and indicators that will periodically show us our progress, strengths, and areas for further development. The data we collect using the measures shown below will also contribute to broader understanding in the education community as we disseminate scholarly publications.

Part of the Leading Lights initiative is a unique partnership with Microsoft Learning in which we will work over the next three years. Microsoft’s data science expertise and technology including advanced analytics and cognitive services will support detailed and dynamic learning about learning. This partnership will ultimately lead to better designed education products for students everywhere as we associate student and teacher use of technology with learning outcomes. The research will enable a holistic view of student progress that has not yet been possible in most school systems due to the fragmented nature of student data located in disparate apps and databases.

Understanding each student’s development as a whole person entails a range of assessments, including academic, deep learning competencies and wellbeing. Schools and teachers create the culture of learning and measures of student progress, supported by Leading Lights measures of digital learning environments. To understand and continually improve CEWA’s success as a connected learning organization, data will be available through globally validated measures to illuminate how CEWA as a system is growing in systemness, based on New Pedagogies for Deep Learning system indicators; how schools are growing in innovative teaching practices associated with deep learning competencies based on the Innovative Teaching and Learning surveys, and how teachers are growing uses of technology for meaningful learning based on the Technology Integration Matrix suite of tools.

The Leading Lights research program is designed centrally to guide learning transformation while supporting platform enhancements and informing the education community beyond CEWA about how learning can be transformed in an education conversation platform.

The core conceptual framework for the Leading Lights research is meaningful learning (Jonassen) with technology, and the tools we have available to document how teachers and students are learning meaningfully is the Technology Integration Matrix (TIM), which supports the CEWA Teacher Focus areas.
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<table>
<thead>
<tr>
<th>CEWA Teacher Focus</th>
<th>TIM Meaningful Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement</td>
<td>Active/engaged</td>
</tr>
<tr>
<td>Quality Relationships</td>
<td>Collaborative</td>
</tr>
<tr>
<td>Learning Design</td>
<td>Constructive</td>
</tr>
<tr>
<td>Place &amp; Space</td>
<td>Authentic, connected to the world</td>
</tr>
<tr>
<td>Instructional Dexterity</td>
<td>Goal-directed, self-assessed</td>
</tr>
</tbody>
</table>

The TIM survey and tools include instruments for lesson review, reflection, classroom observation and action research. The Matrix is located at https://fcit.usf.edu/matrix/ All TIM tools can be accessed by CEWA educators and leaders as follows –

1. Go to http://cewa.tim-tools.com/login/
2. Use your CEWA email address as your username

Create a new account when you visit the first time, and set a password to use in subsequent visits to the TIM Tools.