My Say My Way

Information and opt-out form

Dear parents and carers

In Term 2, our school is participating in My Say My Way (MSMW). MSMW provides an accessible survey platform designed for students with disability, including students who:

- are unable to access current student voice surveys (such as the NSW Public Schools Survey)
- benefit from using their preferred communication systems or Augmentative and Alternative Communication technology (AAC)
- require substantial or extensive adjustments for learning.

MSMW is being conducted by the NSW Department of Education (the department) and invites these students to provide valuable feedback on their educational experience and wellbeing at school.

What you need to know

- There are 2 student survey tools: The Student Accessible Survey (SAS) and the Guided Discussion Methods (GDM). Teachers will select the appropriate tool for each student.
- Students using the GDM participate offline using additional resources such as objects, symbols, pictures or photographs to support them.
- Students using the SAS may participate either online using the MSMW app on the department's intranet or offline using a paper-based copy.
- The surveys are open throughout Term 2 for students to complete at their own pace.
- Survey participation is voluntary; opting not to participate will not impact your child's school experience. Your child can choose to stop the survey at any time, and they do not need to complete all questions.

More information about the survey is available on the MSMW webpage.

What information is collected and why

The department will collect personal information from your child, including but not limited to, your child's opinion on topics such as friendship, safety, learning and belonging. Information will be held and managed by the NSW Department of Education, 105 Phillip Street Parramatta NSW 2150. This information is collected to support students to achieve their educational potential, and for other directly related purposes including but not limited to:

- implementing programs that meet student educational and support needs
- maintaining the good order and management of schools
- assessing and evaluating the effectiveness of programs and their impact on outcomes
- conducting lawful research and compiling statistics relating to students
- operational and administrative purposes.

How the department may use the information

Survey results may be used locally at schools to help inform planning. Your child's teacher and other staff directly involved in their learning will have access to your child's individual responses. This is designed to give these staff important information to help inform decision-making about your child's individual learning and wellbeing needs. The results are not open to every member of the school staff.

The department's analysis of the data will involve linking students' responses to their student reference number (SRN). Responses may then be linked with other information the department holds, such as students' scholastic year, gender or geographic location. This will allow the department to group the results for analysis and research purposes. General statistics from the survey results will be disseminated to schools; these statistics produced will not identify any individual participants.

Your child's teacher may share a summary of your child's responses with you, for example during a meeting to inform personalised learning plans or wellbeing goals. The department does not intend to give you a copy of all of your child's responses. You may contact the department to request access to the survey responses, and your request will be considered in light of the department's obligations under law.

More information about how the department protects your child's information and how you may access and correct information the department holds about you, is available on the MSMW webpage.

Opting out

If you **do not want your child/children to take part** in the survey, please complete the attached form and return it to your child's school by:

If you do not return the attached form, the school will assume that you are happy for your child/children to participate in the survey.

School name

My Say My Way

Opt-out form

If you **do not want your child/children to take part** in the survey, please sign this form and return it to the school by:

I **do not** give consent for my child/children to participate in My Say My Way.

Name of student 1

Roll class of student 1

Name of student 2

Roll class of student 2

Name of student 3

Roll class of student 3

Name of student 4

Roll class of student 4

Name of parent/carer

Date

Signature of parent/carer