



eTwinning School application
process

Guidelines eTwinning School Label 2020-2021

eTwinning School application process – Guidelines 2020-2021

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This document describes the process to:

- **Apply for the eTwinning School Label (for users)**
- **Monitor, approve/reject such applications (for NSS/PSA)**

Section 1: Identification of the schools & application process

1.1 Identification of eTwinning Schools: Selection Criteria

The identification of eTwinning Schools is based on a two steps procedure. At each stage, a number of criteria must be fulfilled.

Stage 1 is an automatic check by the system of the following 3 points

- The school is registered in eTwinning for **more than 2 years**
- There are at least **2 eTwinning teachers** linked to the school **who were active¹ in 2018/2019**
- There is at least **one European eTwinning** project with **a National Quality Label** (within the last 2 years from application date).

If a school passes Stage 1 by fulfilling all these requirements, all registered eTwinning teachers in that school will receive an email inviting them to fill in a self-assessment application form. This form is available – only for the schools passing Stage 1 - on eTwinning Live.

Stage 2 is a self-assessment application covering the following 4 Criteria:

1. eTwinning and the development of eSafety awareness in the school
2. eTwinning in relation to teaching and learning practices, interdisciplinary teaching, and project work
3. eTwinning and the strategic professional development for teachers and other school staff
4. eTwinning and the strategic development of the school

The application period covers 3 months to allow schools to catch up with missing requirements and gather the necessary material. Schools are asked to provide evidence in some of the criteria and the final submission must be certified by the School Principal/Manager.

1.2: System actions triggered after Stage 1

The running of the Stage 1 process triggers 3 actions as follows:

¹ The notion of 'active' includes teachers who were involved in projects, events, groups and other eTwinning activities during the indicated timeframe..

1. All eTwinning teachers in schools fulfilling the three criteria will receive an email inviting them to fill out the application form.
2. The application form will be available for each teacher in each eligible school (the link will be in the email and also on the home page of eTwinning Live for teachers in eligible schools)
3. The CSS will send an email with a list of eligible schools & teachers to the NSS/PSA

1.3 Timeframe

The application process for the eTwinning School 2020 will begin on the 5th November 2019 with the running of the automatic process for Stage 1

It will close on the **7th February 2020**

The applicants have until the **7th February 2020** to submit the application form. After this there will then be a period between 10th February and 16th March **for the NSS/PSA to validate** all the applications. The validation process can of course begin as the applications are finalised during the application period. The announcement and publication of the list of schools will take place by the end of March.

1.4 Summary of application process dates

- 5 November 2019 – stage 1 process runs and applications open
- 7th February 2020 – at midnight the applications will close
- 10 February – 16 March 2020 – NSS/PSA validation period
- End of March – Public announcement of awarded schools

Section 2: Filling the application form

2.1 The structure of the form

The application form is an online self-assessment by the school of its eligibility based on the 4 criteria mentioned in Section 1 above. The form contains 8 Questions

In the application form the four criteria are grouped into 4 Sections:

1. eTwinning and its contribution to developing eSafety awareness in the school
2. eTwinning and its contribution to the teaching and learning practices, interdisciplinary teaching and project work

3. eTwinning and its contribution as an active and strategic professional development tool for teachers and other school actors
 4. eTwinning and its contribution to the strategic development of the school
- Each Section contains 1 or more criteria with related questions. This may be seen in Table 1.

Sections	Criteria	Question
Section 1: eTwinning and its contribution to developing eSafety awareness in the school	Criteria A. The school must demonstrate activities that prove teachers' /pupils' awareness of responsible use of the internet	Q 1 - 3
Section 2: eTwinning and its contribution to the teaching and learning practices, interdisciplinary teaching and project work	Criteria B. The school must demonstrate that there is an active collaboration between a group (3 or more) of teachers in eTwinning activities. Criterion C. The school must demonstrate that at least 2 projects are running with different groups of pupils.	Q 4 - 5
Section 3: eTwinning and its contribution to an active and strategic professional development tool for teachers and other school actors	Criteria D. The school must demonstrate that two active eTwinning teachers from the school must have participated in one or more eTwinning educational event	Q6
Section 4: eTwinning and its contribution to the strategic development of the school	Criterion E. The school must publicly show its involvement in eTwinning, for example, by displaying a description of their eTwinning activities on the school website or evidence from a school publicity/policy document or brochure where eTwinning activities are referred to. Criteria	Q 7 - 8

Table 1: Outline of the application form

Section 2.2 The application process

The form may be filled in by any eTwinner on the staff of the school although it is recommended that the teachers meet together with the school principal to discuss what approaches they will take to the various sections.

The application may be saved in draft form and may be edited by any other eTwinners on the staff (the system will show the editors and dates).

Please note:

- that the form is locked for 15 minutes after a teacher has saved a draft and left the session, so another teacher in the school cannot open it.
- The final submission must include the upload of the declaration of honour signed & stamped by the school principal or manager. If this is not uploaded and submitted the application form is not fully received by the system and cannot be validated.

Each criterion has a set of questions to be answered. Depending on the answer chosen, the applicant schools must provide supporting evidence in the form of a document upload, or a link to relevant material. In most questions, the system will prefill in information that already exists in the system and the applicant cannot supplement that information.

Depending on the answer & the submission of proof by the applicant school a set of points is automatically awarded by the system in each section.

Please note:

- The applicant should meet all the criteria in order to get awarded the label.
- The schools which are below the threshold, they receive a message in the preview page with what they need to complete.
- A school may apply and submit and will get immediate feedback on the status of their application. Schools unsuccessful in their first submission are free to resubmit up to the final deadline if the application is rejected by the NSS/PSA (which are invited to contact the school to re-submit the application. NB: the form cannot be re-submitted if not rejected.)
- Any school rejected after its further submissions up to the deadline date, must wait until the next application period opens in 2020 if they wish to reapply

REQUIREMENTS FOR STAGE 2

Before submitting the application, the applicants must provide evidence to meet all the following requirements.

NB: the system shows immediately a feedback in both cases (the requirement is met or not).

- **The school must demonstrate activities that prove teachers'/pupils' awareness of responsible use of the internet.**

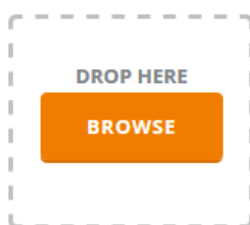
1.1 eSafety Policy

1. Are eSafety issues referred to in school policies (e.g. behaviour, anti-bullying, child protection)?

- ☒ Yes, eSafety is a part of my school's policies
- ☐ No

It is excellent that eSafety is an integral part of several school policies. Please do your best to ensure that all staff make references to them when appropriate through their teaching. You can find more information on eSafety [here](#).

Please upload a document or link to a webpage which includes these policies



(Maximum size is 5 MB)

In this area teachers must click on yes and provide evidence link, description or/and a document) which will then be assessed by NSS/PSA.

1.2 eSafety in Practice

2. Is eSafety taught as part of the curriculum?

- ☒ Yes, it is embedded in various subjects
- ☐ Yes in the ICT / Personal Social and Health curricula
- ☐ Not officially - it is up to individual teachers
- ☐ Not at all

It is good that Online Safety is taught as part of the curriculum in your school. Ensure that all staff are delivering Online Safety education where appropriate throughout the curriculum and not just through ICT or Personal Social and Health lessons. You/your staff may find some useful ideas and resources in the fact sheet [Embedding eSafety in the curriculum](#).

3. Do all staff receive regular training on eSafety issues?

- ☒ Yes, all staff receive regular training in online safety issues
- ☐ Yes some staff occasionally/sometimes receive training
- ☐ The staff do not receive training

In this area teachers must answer YES to all questions to be eligible.

- **The school must demonstrate that there is active collaboration between a group (3 or more) of registered teachers in eTwinning activities.**

Section 2: eTwinning and its contribution to the teaching and learning practices, interdisciplinary teaching and project work.

Criterion B. The school must demonstrate that there is an active collaboration between a group (3 or more) of teachers in eTwinning activities.

Criterion C. The school must demonstrate that at least 2 projects are running with different groups of pupils.

4. Please tick your own name and select all the other colleagues who are collaborating in eTwinning activities (in projects, events, promotion, professional development).



Bart Vanhulle

To be eligible for the eTwinning School Label there must be at least three active members. In case more colleagues are involved in eTwinning activities, don't forget to ask them to register.

In this area the system will list all the users of the school which are involved in eTwinning and are not dormant. The teacher must select at least 3 names (including his own), if available.

- **The school must demonstrate that at least 2 projects are running with different groups of pupils.**

5. The system found 0 running eTwinning project(s) which were joined by members of your school and were running in the year of the application's deadline and/or in the year before

To be eligible for the eTwinning School Label your school must have at least two eTwinning Projects running during the year of the application's deadline or the year before. You have until the deadline to fulfill this criterion.

In this area the system will list all eTwinning currently running or closed projects which were joined by any member of the school in 2018, 2019 or 2020 (until the date of the application).

The teacher has to select at least two (if available).

- The school must demonstrate that two eTwinning teachers from the school have participated in one or more eTwinning events in the year of the application.

Section 3: eTwinning and its contribution as an active and strategic professional development tool for teachers and other school actors.

Criterion D. The school must demonstrate that two active eTwinning teachers from the school have participated in one or more eTwinning events.

6. Has any eTwinning teacher in your school participated in an eTwinning professional development activity (either online or face to face) at regional, national or European level?

To be eligible for the eTwinning School Label in your school there must be **at least two members** who have participated in eTwinning Professional Development activities. You and your colleagues can still participate until the deadline. Check [this page](#) or contact your NSS/PSA.

Bart Vanhulle

- Learning Event 2019
- Learning Event April 2019
- NSS Event - Test 2019

In this section the system lists all the colleagues in the school who have participated in any eTwinning event which were recorded in the system by CSS and NSS and took place in 2018, 2019, 2020 (until the date of the application). The list of such events is also listed for convenience.

In case there are no events, or only one person has participated, the teacher is invited to participate (and make other colleagues participate) in other eTwinning professional development events).

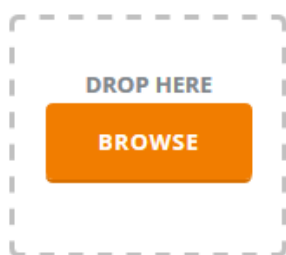
- The school must publicly show its formal engagement in eTwinning. For example, a school could display a description of their eTwinning activities on the school website or have eTwinning activities referred to in a piece of school publicity, in a policy document or in a brochure.

Section 4: eTwinning and its contribution to the strategic development of the school.

Criterion E. The school must publicly show its involvement in eTwinning, for example, by displaying a description of their eTwinning activities on the school website or evidence from a school publicity/policy document or brochure where eTwinning activities are referred to.

7. Please provide a link to your school website where the activities in your school relating to eTwinning are displayed or upload publicity material for your school (JPG or PDF) where eTwinning activities are described.

<http://www.etwi-net>



(Maximum size is 5 MB)

In this section the teacher must comply with the requirements described in the form (put a link and/or upload a document).

8. Which of the following eTwinning promotional events organised in your school or at local, regional or national level included other school staff or pupils' families, media, members of the community, business etc.?

- ☒ test 13 feb
- ☐ Test event
- ☐ dfdf
- ☐ Test for joining / leaving 2

Congratulations: we are happy you are contributing to promote eTwinning.

In this section the system lists all the eTwinning on-site events created by members of the school in 2018-2019 and 2020. The user must select at least one which included other staff from the same school or the other actors mentioned.

Preview

The next step allows to preview all the answers to the form:

Preview

Please review the form to see if everything is complete. If there's anything missing you can go back to complete it. You can also download a copy of the completed form to review it offline.

DOWNLOAD COMPLETED FORM

1. Are eSafety issues referred to in school policies (e.g. behaviour, anti-bullying, child protection)?

Answer:

Yes, eSafety is a part of my school's policies

[\[Change\]](#)

2. Is eSafety taught as part of the curriculum?

Answer:

Yes, it is embedded in various subjects

[\[Change\]](#)

3. Do all staff receive regular training on eSafety issues?

The user can download all answers (for instance to discuss about them with colleagues and/or to present them to the Principle, which has to sign the declaration (see later)).

In case the answers given are not sufficient (ALL requirements must be met), the system shows, in the preview page, this text:

Your current score of the application is too low. Your application will be rejected if you press submit now. Make sure you are compliant with all the requirements!

NEXT

The user should not submit but rather go back to the areas which do not meet the requirements (for instance number of projects, events, professional development activities) and make sure that they are in order. In case something is missing, they have until the deadline to comply (for instance by participating in an eTwinning PD activity or creating an on-site event: this depends on what is missing).

If all is fine, the user must download the the declaration, have it signed and stamped by the Principle, in the next page:

Finish

You are almost finished. Please download the declaration of honour and give it to your school principal or senior manager to sign, date and stamp with the school stamp. You may then scan the document and upload it (JPG or PDF).

DOWNLOAD DECLARATION FORM

DROP HERE

BROWSE

(Maximum size is 5 MB)

The form should be scanned, transformed into a PDF or JPG picture, and uploaded again.

The form is then ready to be submitted.

Once the application is submitted 2 alternative actions are triggered by the system:

1. successful schools receive a message as follows

Thank you for your submission. You have answered all the areas successfully and are now in the process of becoming part of the elite group of European eTwinning Schools. **Please note that your award is pending and will be reviewed by your National Support Service or Partner Support Agency** who, in some cases, may come back to you to ask further information, before the final validation.

The formal announcement will be made in _period1, and, provided that your application meets the required criteria, your school will be listed among the successful schools who have obtained the label of eTwinning School _period2. By your participation you have demonstrated that your school and staff are really dedicated to the practice and promotion of eTwinning

2. Schools which failed receive this message:

You are close to obtaining the label of eTwinning School, but you still have some steps to do in some areas. Please [read the feedback](#) for those areas where you need to improve.

Is there anything you can do now to fulfil the requirements for this year's application before _date? If the answer is yes, then please take the appropriate steps and when they are complete, resubmit your application before the deadline. Don't forget to click on the Save Draft button each time you change something.

If you feel you would like to take more time to work on specific areas, then you may apply again next year in _period1 for the eTwinning School _period2.

Please keep an eye open on eTwinning Live for events in _year linked to being a successful eTwinning School.

The system sends the above mail to all teachers + principal of the school with the same message

Section 3: The Validation Process

Once the applications are submitted, schools have been notified of the 'pending' status and the validation of all the applications can begin or continue.

The review process is available on the NSS/PSA desktop under the registrations section as in Figure 1 below.

The screenshot shows a web interface for searching eTwinning School Applications. At the top, there is a breadcrumb trail: 'Home > Registrations > Search eTwinning School Applications'. Below this is a search bar with the placeholder text 'Search by school name, school town or application ID'. To the right of the search bar are two buttons: 'SEARCH' and 'RESET'. Below the search bar, there are several filters arranged in a grid. The first row contains 'Created since', 'Created before', 'Created during', and 'Region'. The second row contains 'Status' (with a dropdown menu showing 'Draft'), 'Reviewed?' (with a dropdown menu), and 'Application period' (with a dropdown menu showing '2019'). At the bottom right of the filter area, there is a link that says 'Hide advanced options'.

Figure 1

NSS/PSA should list applications based on the year of the application (2019 corresponds to the applications for 2020-2021) and/or other criteria.

From the list, NSS/PSA click on the id number in the left column to see the application of that particular school. As can be seen from Figure 2 below a summary of the information on the application form is presented. Click on the tabs to see the answers for each section.

Submitted on	14.11.2019
SCORE	
Section 1	3 / 3
Section 2	2 / 2
Section 3	1 / 1
Section 4	2 / 2
Bonus points	0 / 2
Total	8 / 10

NB: the minimum points to pass is 8/10.

Also, NSS/PSA need to check the file uploads that are used in justification of an answer to see if they are compliant.
In particular:

b) eSafety document which you may see under the Section 1s tab as per Figure 2, 3 and 4 below.

The screenshot shows the 'eTwinning School Application for: European Schoolnet (EUN)' interface. At the top, there is a navigation bar with tabs: SUMMARY, SECTION 1 (highlighted with an orange underline), SECTION 2, SECTION 3, SECTION 4, and VARIOUS. On the left side, there is a sidebar with the following information: ID 1025, Status Draft, Reviewed No, Period 2019, Created on 29.10.2019, and Created by Bart Vanhulle. The main content area on the right contains three questions and their answers:

1. Are eSafety issues referred to in school policies (e.g. behaviour, anti-bullying, child protection)?
Answer: Yes, eSafety is a part of my school's policies
<http://www.eun.org>

2. Is eSafety taught as part of the curriculum?
Answer: Yes, it is embedded in various subjects

3. Do all staff receive regular training on eSafety issues?
Answer: Yes, all staff receive regular training in online safety issues

Figure 2

This screenshot shows the same 'eTwinning School Application for: European Schoolnet (EUN)' interface, but with a different layout. The navigation bar at the top still shows SECTION 1 as the active tab. On the left, there is a vertical list of tabs: SECTION 1, SECTION 2, SECTION 3, SECTION 4, and VARIOUS. The main content area on the right contains the same three questions and answers as in Figure 2. Below the first question, there is a 'File' upload field with a blue 'File' button next to it.

Figure 3

SECTION 2 | SECTION 3 | **SECTION 4** | VARIOUS

7. Please provide a link to your school website where the activities in your school relating to eTwinning are displayed or upload publicity material for your school (JPG or PDF) where eTwinning activities are described.

Answer: [Link](#) - [File](#)

Fig 4

Finally, NSS/PSA check the School Principal's Declaration visible under the *Various* tab as per Figure 5 below.

SUMMARY | SECTION 1 | SECTION 2 | SECTION 3 | SECTION 4 | **VARIOUS**

ID

472243

Status

Awarded

Reviewed

No

Period

2017

Created on

15.03.2018

Created by

Is the principal registered in eTwinning?

No

Declaration file

[declaration-upload.pdf](#)

Figure

5

Should NSS/PSA notice something amiss, we suggest you first **check with the school** and ask them to provide the correct information. If you are still not satisfied you may reject the application by clicking on the reject button.

Status

Passed (Not awarded)

The figure above shows the status of an application which met all criteria but was not awarded (this will only happen after the evaluation period, in March, in a batch which will turn all 'passed' (and therefore non-rejected) applications into 'awarded'.

A mail is automatically sent to all schools's members:

- A congratulation email to the ones who got the Label
- An information email to the ones who did not pass or were rejected

Section 4 Communication

The CSS will communicate along the process with reminders of the various significant dated.

In March 2020 the CSS will send a Communication plan to coordinate the announcements of the new eTwinning Schools in every country.

Section 5: Merging Schools – known issues

There is a known an issue which may occur if you merge schools during the application period or after the final point of awarding the schools, one of which may have been awarded the eTwinning School label.

- When merging schools in the NSS Desktop you must check in the step where you see the information of the schools. If a school has applied for the eTwinning School application and whether it was awarded the Label or not, you must keep that school or else the application and if awarded, the award status will be lost and cannot be recovered!
- When you are merging 2 or more schools the system will check how many applications there are, and which have been awarded.
- If there are no applications, then any selected school can be chosen as the school to keep.
- If there is one or more schools with an application, but no awarded schools, the school(s) that can be kept will be limited to those that have an application.
- If 1 or more schools were awarded the Label then the school(s) that can be kept will be limited to those that were awarded the label, excluding schools that were not awarded the label but did apply.
- In addition the different “Yes” values are highlighted in red and bold font.

Figure 5 below gives an example:

Merge Schools

CANCEL

To merge (2 or more) schools you must choose 1 school to keep. The other school(s) will then be removed. The teachers linked to those schools will afterwards be linked to the school you choose to keep. **This process can not be reversed!** When in doubt, contact the Central Support Service for more instructions on how to merge schools.

1 OR MORE SCHOOLS HAS APPLIED FOR/BEEEN AWARDED THE ETWINNING SCHOOL LABEL.
BECAUSE OF THIS THE OPTIONS FOR WHICH SCHOOL TO BE KEPT HAVE BEEN RESTRICTED.

ID71
NameEuropean Schoolnet (EUN)
Registered on12.01.2005
Registered byBart Vanhulle
Last modified on29.09.2015
AddressRue de Trèves, 61
Vlaamse Gemeenschap
1040, Brussel, Belgium
Telephone02 123 45 67
Emailinfo@myschool.org
Websitehttp://www.etwinning.net
PrincipalBart Vanhulle
bart.vanhulle@eun.org
teachers12

eTwinning School Application
Eligible?Yes
Applied?Yes
Awarded?Yes

KEEP THIS SCHOOL

ID721
NameEuropean School of Florence
Registered on31.08.2012
Registered bySanti Scimeca
AddressPiazza Signoria 1
Communauté française
50100, Bruxelles, Belgium
Emailsanti.scimeca@eun.org
PrincipalPippo Paperino
santui.scimeca@eun.org
teachers1

eTwinning School Application
Eligible?No
Applied?No
Awarded?No

ID66
NameEuropean v2.0
Registered on12.01.2005
Registered byBart Vanhulle
Last modified on20.09.2015
AddressMagdalenastr. 180
Vlaamse Gemeenschap
8000, Sint-Andries, Belgium
Telephone32 51 321456
Emailinfo@esv2.be
Websitehttp://www.eun.org
PrincipalPrincipal EUN
principal@eun.org
teachers3

eTwinning School Application
Eligible?Yes
Applied?Yes
Awarded?No

Figure 5

Here only the ID 71 can be kept because it was awarded the Label while the others were not, even if ID 66 did apply.

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