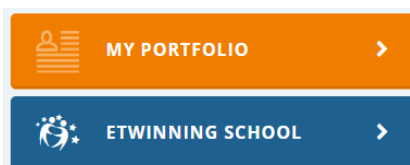


Applying for the eTwinning School Label

1. Log onto etwinning account on <http://etwinning.net/>
2. Click on the **Waffle** and choose the **ETWINNING LIVE** tab



3. Go to **ETWINNING SCHOOL** and then click on your school.



4. Read the **INTRODUCTION** page carefully and click on **NEXT**
5. **Section 1: eTwinning and its contribution to developing eSafety awareness in the School.**
eTwinning and its contribution to developing eSafety awareness in the school.
1.2 eSafety Policy Here one can insert **the links to policies** and **upload any school policies** that refer to behaviour. Policies:
 1. Addressing BULLYING BEHAVIOUR in Schools Policy (2014)
<https://education.gov.mt/en/Documents/Addressing%20Bullying%20Behaviour%20in%20Schools.pdf>
 2. Green Paper on Positive Behaviour in the Digital Environment with a focus on Online Safety 2015
<https://manuelzammit.files.wordpress.com/2016/08/positive-behaviourv1-0.pdf>**1.2 eSafety in Practice.** Refer to any activities that prove teachers'/pupils' awareness of responsible use of the internet.
6. **Section 2:** eTwinning and its contribution to the teaching and learning practices, interdisciplinary teaching and project work. In this section, the system will generate the list of educators who are active in projects and the list of projects which were active during the past 2 years prior to the application.
7. **Section 3:** eTwinning and its contribution to an active and strategic professional development tool for teachers and other school actors. The school must demonstrate that two active eTwinning teachers from the school must have participated in one or more eTwinning educational event.
8. **Section 4:** eTwinning and its contribution to the strategic development of the school. 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.
9. The application may be saved in **draft form** and may be edited by any other eTwinners on the staff.
10. In **the final stage**, the user must **download the declaration**, have it signed and stamped by the Head of School. The form should be scanned and uploaded again as PDF or JPG.
11. SUBMIT