



St Maroun's College



Body of Work Security Policy





Body of Work Security Policy

As part of the requirements for the HSC Visual Arts course students need to produce a Body of Work (B.O.W). It is important that a students work is kept safe during the manufacture and marking process.

Year 12 students working on their B.O.W at St Maroun's College are given their own dedicated space in the artroom. This area is out of bounds for all other students. At the end each Yr 12 class, students working on their B.O.W are encouraged to store their work in metal draws or in the storeroom. Some students may choose to simply cover their work if there is no danger of it being damaged. This will minimise other students interest in the work.

Students working on Photomedia, Documented forms and Time based forms are asked to keep their work saved on three sources. Best practise dictates that one of these sources needs to be offsite. If students are using their own computer, offsite can be the school server. If students are using the school computers, offsite would include the computer they have at home. Another source could be a hard drive or flash drive. It is also prudent that the Visual Arts teacher asks students for updated copies of their work each term and keep them saved in a safe spot.

A signed statement is requested from those students working in any expressive form that require the saving of work.

The Board of Studies marking of the Visual Arts B.O.W can take place corporately, itinerantly or both. For those works corporately marked, student work needs to be carefully wrapped up in cardboard sleeves for works on paper or bubble wrap for all other work. Works marked itinerantly are safely stored in the Visual Arts store room awaiting the Board of Studies appointed markers to visit the school.

Policy Review

Last Reviewed: August 2014

Approved By: College Principal

Renewal Date: 2015



**The Maronite Sisters of the Holy Family
SAINT MAROUN'S COLLEGE**

*An independent Catholic co-educational college in the Maronite tradition,
committed to excellence in education, friendship, faith and honesty.*

#th Month, 2014

Dear Visual Arts/ Student,

Students working on Photomedia, Documented forms and Time based forms are asked to keep their work saved on three sources.

Best practise dictates that one of these sources needs to be offsite. If you are using your own computer, offsite can be the school server. If you are using the school computers, offsite would include the computer you have at home. Another source could be a hard drive or flash drive.

It is also prudent that you provide me with copies of your work at the end each term so I can also keep them saved in a safe spot.

Yours Sincerely,

Mr Lunnon

I am aware that my I must save my BOW in three sites. Below is where I plan to save my ongoing BOW work after I work on it each session.

Site 1:

Site 2:

Site 3 (off site):

Student signature: _____

Date: _____