Some Guidelines for the Wollongbar School Community

Use of the Internet and Email services is intended for research, learning and communication between students and staff. The conditions for use are detailed in the Department’s Policy, which can be found at www.det.nsw.edu.au/policies.

Use of Internet and Email by Students

Students are expected to keep their passwords private, never allow others to use their e learning account and to never disclose or publish the email address of a staff member or student without that person’s explicit permission.

Students are always responsible for the usage of their e learning account and will be disciplined for breaches of this policy.

Use of Internet and Email by Teachers.

It is the personal choice of a teacher as to whom they give their email address. It is not a requirement of a teacher’s employment that they use their email account.

The prime responsibility of a teacher is the teaching and learning program for the children in their care, not the maintenance of electronic communication with students, other teachers or parents.

Teachers may not have the opportunity to access email throughout the day or even every day, and due to the demands of teaching, playground duty and meetings may in fact not have time to respond to an email for a day or so. Each teacher does not have a computer on their desk as is usually the practice in a business/office environment.

If a teacher receives an email from someone to whom they have not supplied their address, the teacher will delete the email unread.

Similarly, if a teacher receives an email that is insulting, threatening, persistent or harassing the email will be forwarded to the principal. No further email will be opened from that sender. It may even be a case for referral to the police who may lay charges using the NSW Crimes Act (Schools Amendment).

Email Sent to the General School Account

The general school account address is printed on the top of the weekly newsletter “Contact”.

A parent may send an email to the school account requesting that it be passed on to a particular teacher.

The office opens the general email account once a day in the first session. Any messages present then will then be passed onto whom it concerns.

If the message is urgent the office will make sure that the appropriate person receives it. If the message is more of a general nature the message- as are phone messages- will be placed in the teacher’s pigeonhole for response when the teacher has time.

Normal School Procedures- Absence etc

The usual written explanations in relation to absences, holidays, early leaving, medication etc are still expected to be sent in, with a parent’s signature included, or phoned in.

Jennifer Thomas
Principal
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