



# Use Of NSW Department of Education Email and Internet Procedure



## **Some Guidelines for the Wollongbar Public School Community**

The use of Internet and Email services is intended for research, learning and communication between students and staff.

The NSW Department of Education's (DoE) policies, found at [www.det.nsw.edu.au/policies](http://www.det.nsw.edu.au/policies) , detail those conditions of usage.

### **Use of Internet and Email by Students**

Students should keep their passwords private, never allow others to use their e-learning account, and 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. Breaches of both this procedure and the [NSW DoE Technology, Devices and the Internet Policies](#) may result in the removal of internet privileges.

### **Use of Internet and Email by Teachers**

The prime responsibility of a teacher is the teaching and learning program for the children in their care. It is not a requirement of a teacher's employment that they use their email account. Email communication with staff is via the school account only.

### **Email Sent to the General School Account**

Emails to members of staff are through the general school account [Wollongbar-p.school@det.nsw.edu.au](mailto:Wollongbar-p.school@det.nsw.edu.au)

The Office opens the general email account once a day in the first session. Parents and carers wishing to email a particular member of staff may do so through the school account. Office staff print the message and pass the message on to the particular staff member.

### **Normal School Procedures- Absence etc**

In addition to a signed letter, parent and carer explanations in relation to absences, holidays, early leaving, medication etc can also be made to the school via email (and phone).

Jennifer Thomas

Principal

2018