

**1. RATIONALE**

It is essential that staff members of the school communicate information in agreement with established protocols, so as to preserve the professionalism of the school, to protect the rights of individuals, to uphold our duty of care to students and to comply with departmental and legal requirements.

**2. AIMS**

2.1 To ensure that information is communicated correctly and in a manner that complies with school, departmental and legal requirements.

**3. IMPLEMENTATION**

3.1 Open and cooperative communication is encouraged amongst all staff.

3.2 This practice recognises that staff members have legal, departmental, local, professional and social obligations regarding communication.

3.3 Action may be taken by individuals, DET or organisations against staff members who communicate information improperly, including the use of ICT.

3.4 We will provide two written reports for students each year, one formal 3 way conference interview per year, additional interviews upon agreement and an Annual Report for the community. We will provide the opportunity for a minimum of 4 SSG meetings for the PSD students. A principal class representative or delegate must be in attendance at the SSG.

3.5 DET employees are free to make public comment on issues relating to education, but must not make comments construed as negative criticism of our school, School Council, community or staff.

3.6 Staff will communicate with the principal before making public comment or formal statements on educational issues that bear upon the organisation or program of the school, as stated in the Teaching Service Order.

3.7 The Privacy and Data Protection Act 2014 and the Health Records Act 2001 require that schools protect the interests of individuals with regard to their personal information.

3.8 The school will only collect necessary consensual information about individuals. This will be disclosed only for the purposes for which it was collected.

3.9 Any person seeking information from the school must be directed to the principal who may require that a formal written Freedom of Information request be made. The principal will inform School Council of any such requests.

3.10 All such Freedom of Information requests will be referred to the DET's Freedom of Information Unit.

3.11 Information sought by police, including interviews of students, must be directed to Principal class officer

3.12 Requests from DHHS personnel regarding students or families will be complied with at all times.

3.13 All staff will comply with court subpoenas to provide information at all times.

3.14 All staff will be provided with the DET acceptable use policy of – Information Communications & Technology Resources. Staff are expected to become familiar with and follow all protocols. Students, staff and the wider community will be educated in the safe and responsible use of digital technologies or ICTs based on the eSmart requirements that will be implemented by 2015.

3.15 All staff will be provided with 'Using Social Media: guide for DET employees in schools'.

**4. BUDGET**

Refer to the School Budget.

**5. EVALUATION**

This policy will be reviewed annually.