
To Principals

December 2006

Re. Electronic Communications with Schools

Dear Principal

The Board has identified the need to improve the timeliness and efficiency of its communications with schools. The current Schools' Post does not meet the requirement for rapid communication of information between the Board and schools and is costly in terms of postage. The use of electronic communications such as email and Internet is already an established part of the way the Board conducts its business with other partners in the education sector and, increasingly, with schools.

The Department of Education has recently informed schools that Department circulars and reports will not be made routinely available in paper format, but will be published in electronic format on the Department website. The Department has also confirmed that it will be using schools' C2K info@ email accounts to exchange information with schools.

The Board has decided to adopt the same policy by publishing documents to the SELB website and by using email to alert schools to information and documentation which has been published. This will enable schools to store information in electronic format and to forward information electronically to the appropriate members of staff. Schools will be able to decide which documentation should be printed and so reduce the volume of paper in circulation.

Please note that the following changes will take effect from 1 January 2007:

- Email will be used for all global communications from the Board to schools.
- Documentation for schools will be published on the SELB website. A dedicated area of the corporate website has been created for documentation for schools at the address below:
www.selb.org/schooldocuments
A permanent link to this area has been placed on the front page of the Board's website.
- Emails to schools will contain links to published documents rather than including documents as attachments. This will help to avoid school mailboxes reaching the C2K limit for storage. The Board would be grateful if schools would ensure that the C2K info@ email account is checked on a regular basis for communications from the Board and other agencies.
- For the period 1 January to 31 March 2007, notification will be sent to schools in hard copy through the Schools' Post in relation to titles of items which have been notified by email.

As nursery schools do not have access to the C2K managed service, the email address which will be used in communications between nursery schools and the Board is the address provided by the Board for all SELB nursery schools in 2006.
info.nurseryschoolnamens@selbcampus.org

Nursery schools should contact SELB Corporate Information Systems using the contact details

below if they have any difficulty accessing this mailbox.

Helpdesk
Corporate Information Systems
Southern Education and Library Board

Tel: 028 3751 2501

Fax: 028 3741 5408

Email. ict.helpdesk@selb.org

If you have any queries regarding these changes, please do not hesitate to contact me.

Yours sincerely

H McClenaghan (Mrs)
CHIEF EXECUTIVE