

Department of Education

Learners first, connected and inspired



Submission Guidelines for Infostream Education Notices



Submission Guidelines for Infostream Education Notices

Infostream Education Notices is a free web based service that enables the publication of information on education related events, programs and activities with email distribution to all DoE staff, all Tasmanian schools and some external organisations.

Submissions must meet these guidelines before they are published so please read the whole document before sending a submission.

Content of submissions	<ul style="list-style-type: none">• curriculum material and resources for student use; or• professional development and training events such as workshops and conferences; or• activities and events of general interest to staff and/or school communities; and• must have relevance to education or departmental programs. <p>In addition, the contents must:</p> <ul style="list-style-type: none">• have direct educational/agency value or will assist the development of students or teachers; and• be non-political and not of a commercial nature; and• comply with departmental workplace conduct guidelines. <p>Items are only published once and individual reminder notices will not be published.</p>
Examples	<p>Educational resources, programs, activities, displays and performances; professional development sessions and programs; promotion of education related events and activities for students, families and staff.</p> <p>NB School newsletters are an effective way to advertise school fairs or similar local events. Submissions of this nature will not be published in <i>Infostream Education Notices</i>.</p>
Submission procedure	<p>Submissions must be made using the online form.</p> <p>Please read the full guidelines before completing the online form. Help on using the new form can be found here.</p>
Submission deadline	<p>Normally Wednesday 12 noon. If the Wednesday or Thursday is a public holiday in southern Tasmania, the submission deadline will be Tuesday 12 noon.</p> <p>Note that the deadline is two days earlier for submissions that require consultation with DoE staff (see "Suitability" and "Approval processes").</p> <p>The deadline for the first edition each year will be 12 noon 9 days before publication (ie a full week earlier than normal).</p> <p>Submissions may have to be held over until the next week if</p> <ul style="list-style-type: none">• they are received after the deadline• a large number of submissions are received close to the deadline• the submission was received too late for DoE staff to be consulted regarding the suitability of the content (see "Suitability" and "Approval processes")
Publication day	<p><i>Infostream General Notices</i> is published online, normally every Friday morning during Department of Education school terms. If the Friday is a public holiday in southern Tasmania, it will be published on the Thursday afternoon.</p>
Email notification	<p>An email message with the titles of notices in each new edition of <i>Infostream Education Notices</i> is sent to all DoE staff and to all non-government schools and some education-related external organisations at 8.30am on Friday mornings or 3.00pm on Thursday afternoons, in line with the publication day (above).</p>

Past issues *Infostream Education Notices* are available [online](#) for up to 6 months after publication.

Submitting information

The [online form](#) **must** be used to submit information. Help on using the new form [can be found here](#).

If you are not familiar with Infostream, viewing the [Infostream Education Notices website](#) may assist you.

If you are asking people to supply personal information (eg by completing registration or application forms), then you or your organisation should have a Personal Information Protection Statement. Note that the supply of personal information to DoE is covered by the department's [Personal Information Protection \(PIP\) and Your Right to Information Policy](#).

Suitability

The content of submissions **must be**:

- curriculum material and resources for student and/or teacher use that is aligned to the [Australian Curriculum](#) or to years 11-12 accredited courses; **or**
- professional development and training events such as workshops and conferences; **or**
- activities and events of general interest to staff and/or school communities; **and**
- **must** have relevance to education or departmental programs.

All submissions **must**:

- have direct educational/agency value or will assist the development of students or teachers; **and**
- be non-political and not of a commercial nature; **and**
- comply with departmental workplace conduct guidelines.

In addition, all submissions relating to teaching and learning (including professional development) must reflect effective evidence-based practice.

Publication of submissions from external sources is at the discretion of the Department of Education. The Infostream service is not a vehicle for the bulk distribution of advertising material from external organisations. Reminders about or repeats of previously published submissions will not be published. However, a staged release of information for a major conference is permitted (for example, an initial "call for papers / early bird registration" submission, followed weeks or months later by a submission containing the conference program).

Approval processes

Where there is uncertainty about the suitability of any submission in *Infostream Education Notices*, Infostream staff will refer the submission to a relevant officer within the department for a final decision concerning its inclusion.

Infostream staff will seek approval within the department regarding submissions that

- concern health and wellbeing issues, specific health conditions or disability and/or
- have Aboriginal or Torres Strait Islander content or perspectives and/or
- offer professional development (including information sessions, workshops, conferences and courses) and/or
- relate to the curriculum (including curriculum material and resources) and/or
- ask students and/or staff to participate in research (including surveys).

Submissions with such content must be sent at least 2 days before the normal deadline.

Submissions deemed not suitable for inclusion will be rejected and no correspondence will be entered into.

Please refer to the online copy of this document (TASED-4-1708), located on the Tasmanian Department of Education's website to ensure this version is the most recent (Version 8).

Infostream Education Notices is published online at <http://infostream-general.education.tas.gov.au/> for up to 6 months. If you wish to check whether your item was published, please use the search facility on the [Infostream website](#).

Infostream staff

Infostream is managed by Strategic Marketing, Communications and Media staff who can be reached by [email](#) or phone (03) 6165 5660.