



Guidance for schools

and PRUs on developing an Acceptable Use Agreement / Policy for Learners and Staff using Hwb+

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**Acceptable Use Policy Guidance for Hwb and Hwb+**

**Background:**

In December 2012 the Minister for Education and Skills announced the launch of Hwb – a national Virtual Learning Environment (VLE) for Wales. A VLE is a website designed to support teaching and learning and comes with a range of online tools. This initiative has also provided an individual VLE for each school called Hwb+.

User accounts created for teaching staff and learners will be based on existing data held on school Management Information Systems. Each school agreeing to use Hwb+ has signed a Memorandum of Understanding (MOU) and completed a questionnaire to enable set up and configuration of their Hwb+ site. Different features of the VLE such as content creation tools and e-mail are supplied by different companies. Parental consent is needed for the transfer of pupil data to support access to the wide range of digital tools available through the Hwb and Hwb+ platforms.

A parental data transfer and processing agreement is included in *Appendix A*.

**Considerations:**

E-mail and cloud storage are both provided through a Microsoft product called Office 365 which will be integrated into Hwb and Hwb+. One of the major benefits of the Hwb+ platform is this integration of online tools; most notably Microsoft Office 365 which provides a sector-leading suite of free web applications including Word, Excel, PowerPoint and One Note.

Within Wales, due to the single tenancy agreed with Microsoft it will be possible for teachers in Wales to see each other’s e-mail addresses and to share online folders to aid collaborative working. Issues over safeguarding have been raised and have been mitigated in an implementation of Office 365 that limits access between teachers and learners whilst encouraging collaboration between professionals.

* Through the address book, teachers will only have the facility to search for other teachers.
* Learners will **not** be given access to other learners’ or teachers’ e-mail addresses through the address book.

*Through the cloud-based storage facility, there remains the ability for learners and teachers to search for other users’ e-mail addresses*. *However,*

* Users will not have access to class details, addresses or age details.
* The high number of users in the address book makes it more difficult to uniquely identify individuals.
* A 30 day audit trail within Office 365’s e-mail and cloud-based storage facilities is available should there be an issue of inappropriate use.

|  |  |
| --- | --- |
| **Learner experience** | **Teacher experience** |
| **E-mail**  Learners will be set up in a separate address book to teachers. This will be made invisible so that learners have no ability to search for other users’ e-mail.  **Video conferencing**  No access.  **Cloud-based storage**  Full access. | **E-mail**  Teachers will have access to other teachers in the address book.  **Video conferencing**  Teachers will have access to an address book containing other teachers’ e-mail addresses.  **Cloud-based storage**  Full access. |

Summary table for Office 365

**Recommendations:**

It is recommended that each user (education staff and learners) of the Hwb and Hwb+ platforms reads and signs the appropriate Acceptable Use document (*see Appendix B*). These are template documents and can be amended for individual school use.

It is also recommended that the learners’ Acceptable Use document for Hwb+, especially at Primary level, should form the basis of internet safety awareness raising activities generally. It might be appropriate for teachers and learners to create their own Hwb/Hwb+ usage policies based on these activities or the templates provided.

It is also recommended that the education staff Acceptable Use document for use of Hwb and Hwb+ forms the basis of staff awareness raising activities over keeping themselves and their pupils safe online.**Appendix A.**

Hwb+ site for NAME OF SCHOOL

**Parental consent for transferring and processing data**

In 2012, the Welsh Government launched a new digital project in Wales which would support improvements in outcomes for all learners. This ongoing initiative has been to develop a world class Virtual Learning Environment (VLE) across Wales called Hwb. As part of this initiative, each school in Wales has also been provided with it’s own VLE called Hwb+ which is accessible for teachers and learners.

Different features of the VLE are supplied by different companies and in order for your child to use the school’s VLE, your consent is needed for the transfer of some pupil data to support access to the wide range of digital tools available through the Hwb and Hwb+ platforms.

The data transferred includes:

Class, Year, Admission number, Hashed Unique Pupil Number, Legal Surname, Legal Forename, Surname, Forename.

All of this data is already stored by the school on their Management Information Systems.

**Your consent is required to send this data to the suppliers**.

If you do not consent to this transfer of data, then your child cannot have a log in to the Hwb and Hwb+ platforms and will be unable to access all of the benefits that they can offer.

Please complete the form below and return to school office.

------------------------------------------------------------------------------------------------------------

Name of child: NAME OF CHILD Date: XX / YY / XXXX

I **do / do not\*** wish my child to have a login to Hwb/Hwb+ along with an associated email account and cloud storage area. I understand that there are terms and conditions applied to this access to Hwb+ which I will receive from the school at a later date.

Signed: PARENT SIGNATURE

**\* (please delete as appropriate)**

**Appendix B.**

Contents:

* Template for Acceptable Use document for Hwb+
* Suggested Hwb+ Acceptable Use document for use of Hwb+ for Primary students (Foundation Phase)
* Suggested Hwb+ Acceptable Use document for use of Hwb+ for Primary students (KS2)
* Suggested Hwb+ Acceptable Use document for use of Hwb+ for Secondary students
* Suggested Hwb+ Acceptable Use document for use of Hwb/Hwb+ for Teachers/Staff

**Template for Acceptable Use agreement for Hwb+**

*Below is the full range of statements you may wish to use to create an Acceptable Use agreement with your students. You may wish to alter or edit any of these statements to suit your own needs, or to create your own statements (for example, with your students and/or teachers) and use this guidance as a reference.*

Hwb+ is a cool, school tool!

Remember, anything you do on Hwb+ should have an educational purpose.

* Be polite - don’t upset or bully anyone.
* Be polite - never post something online on Hwb+ or send an email which is likely to cause offence to someone else. Don’t upset or bully anyone.
* Be polite - never post something online in Hwb+ or send an email which is likely to cause offence to someone else. Leave a positive impression of yourself online. You never know, you future college, University, or employer may look at your online life.
* Be safe – don’t tell anyone where you live or what your phone number is
* Be safe – don’t reveal anything about yourself or about your friends (especially home address or phone numbers). This is very important.
* Be safe – don’t reveal anything about yourself or about your friends, especially personal addresses or other contact details.
* If you feel upset or bullied, tell a teacher right away. Use the Worry Box if you want.
* Protect the school community by telling a teacher if you see anything that might cause upset or harm to yourself, other pupils or teachers in the school. Use the Worry Box if you want.
* Protect the school community by reporting to a teacher anything you see that might cause upset or harm to yourself, other pupils or teachers in the school.
* Be careful what you say and how you say it. What you do and say on Hwb+ is recorded and will be viewed by other people including your teacher.
* Use appropriate language at all times and within an educational theme. What you say on Hwb+ is recorded and will be viewed by other people including your teachers.
* Be security smart - keep your username and password safe.
* Be security smart - keep your username and password safe. Someone might get on to your Hwb+ account if you don’t and can read all of your emails.
* Be security smart - keep your username and password safe. You are responsible for anything that happens under your Hwb+ account.
* Only link to other websites if you are sure they are safe to visit and are appropriate for your classmates and friends.
* If you share website links within Hwb+, then you agree that the content of the external website is appropriate and has an educational purpose.
* Only send and open emails if told to by your teacher. If you are unsure, always check with your teacher first.
* Send emails as directed by your teacher – don’t communicate with people you or your teachers don’t know. Don’t open emails if you don’t know the sender. If you are unsure, always check with your teacher. Email use may be monitored.
* Don’t communicate (share documents or email) with people you don’t know unless directed by your teacher. Email use may be monitored. Don’t put anything in your skydrive/e-portfolio that you can’t share with your teacher.
* I understand that all of my work can be seen by my teacher.
* Don’t upload anything to the platform that you can’t share with your teacher.
* Content relating to or supporting illegal activities may be reported to the authorities.
* Always keep another local copy of your essential work that you store on skydrive
* I understand that I must follow these rules or I might be in trouble.
* Your school may have to look at taking you offline if you cannot accept these rules which are for the good of everyone, yourself included.
* Unacceptable use within Hwb+ (as highlighted but not limited to that above) might result in actions taken in line with the school’s Disciplinary Policy.
* I agree with what I have read above and/or what my teachers have told me about using Hwb+ properly.
* I do/do not agree with the Acceptable Use statements above.
* I do/do not agree to the Terms of Use as outlined above.

**Acceptable Use document for use of Hwb+ for Foundation Phase students**

Hwb+ is a cool school tool!

* Be polite - don’t upset or bully anyone.
* If you feel upset or bullied, tell a teacher right away. Use the Worry Box if you want.



* Be safe – don’t tell anyone where you live or what your phone number is.
* Be security smart - keep your username and password safe.
* Only send and open emails if told to by your teacher. If you are unsure, always check with your teacher first.
* I understand that all of my work can be seen by my teacher.

**I understand that I must follow these rules or I might be in trouble.**



I agree with what I have read above and/or what my teachers have told me about using Hwb+ properly.

Name of child: N A M E O F C H I L D Date: DD / MM / YY

Signature: S I G N A T U R E\_\_\_\_\_ Class: Class name

**Acceptable Use document for use of Hwb+ for Primary students (KS2)**

Remember, anything you do on Hwb+ should have an educational purpose.

* Be polite - never post something online on Hwb+ or send an email which is likely to cause offence to someone else. Don’t upset or bully anyone.
* Be careful what you say and how you say it. What you do and say on Hwb+ is recorded and will be viewed by other people including your teacher.
* Be safe – don’t reveal anything about yourself or about your friends (especially home address or phone numbers). This is very important.
* Be security smart - keep your username and password safe. Someone might get on to your Hwb+ account if you don’t and can read all of your emails.
* Protect the school community by telling a teacher if you see anything that might cause upset or harm to yourself, other pupils or teachers in the school. Use the Worry Box if you want.
* Only link to other websites if you are sure they are safe to visit and are appropriate for your classmates and friends.
* Send emails as directed by your teacher – don’t communicate with people you or your teachers don’t know. Don’t open emails if you don’t know the sender. If you are unsure, always check with your teacher. Email use may be monitored.
* Don’t upload anything to the platform that you can’t share with your teacher.

**Your school may have to look at taking you offline if you cannot accept these rules which are for the good of everyone, yourself included.**

Cross out as appropriate.

I do/do not agree with the Acceptable Use statements above.

Name of child: N A M E O F C H I L D Date: DD / MM / YY

Signature: S I G N A T U R E

**Acceptable Use document for use of Hwb+ for Secondary students**

Remember, anything you do on Hwb+ should have an educational purpose.

* Be polite - never post something online in Hwb+ or send an email which is likely to cause offence to someone else. Leave a positive impression of yourself online. You never know, you future college, University, or employer may look at your online life.
* Use appropriate language at all times and within an educational theme. What you say on Hwb+ is recorded and will be viewed by other people including your teachers.
* Be safe – don’t reveal anything about yourself or about your friends, especially personal addresses or other contact details.
* Be security smart - keep your username and password safe. You are responsible for anything that happens under your Hwb+ account.
* Protect the school community by reporting to a teacher anything you see that might cause upset or harm to yourself, other pupils or teachers in the school.
* Content relating to or supporting illegal activities may be reported to the authorities.
* If you share website links within Hwb+, then you agree that the content of the external website is appropriate and has an educational purpose.
* Don’t communicate (share documents or email) with people you don’t know unless directed by your teacher. Email use may be monitored. Don’t put anything in your skydrive/e-portfolio that you can’t share with your teacher.
* *Always keep another local copy of your essential work that you store on skydrive*

**Unacceptable use within Hwb+ (as highlighted but not limited to that above) might result in actions taken in line with the school’s Disciplinary Policy.**

Cross out as appropriate.

I do/do not agree to the Terms of Use as outlined above.

Name of child: N A M E O F C H I L D Date: DD / MM / YY

Signature: S I G N A T U R E

**Acceptable Use document for use of Hwb/Hwb+ for Teachers/Staff**

Remember, anything you do on Hwb or Hwb+ should have an educational purpose. You should not regard any of your activity as private or confidential.

* Be a positive role model for your students/learners in how you use digital technologies including Hwb and Hwb+.
* Keep your username and password safe. You are responsible for anything that happens under your account. Report to your Hwb+ administrator if you suspect that your username and password have been compromised.
* If you share external links within Hwb or Hwb+ then you deem that the content of the external website is age appropriate and has an educational purpose. E.g. Youtube
* You may not access, distribute or place on Hwb or Hwb+ material that is in breach of the statutory rights of copyright owners.
* Protect the school community by reporting anything you see that might cause upset or harm to yourself, other teachers or learners in the school. You are expected to demonstrate a professional approach and respect for pupils and their families and for colleagues and the school whilst online.
* Creation or transmission of any offensive, obscene or indecent images, data or other material is prohibited. Content relating to or supporting illegal activities may be reported to the authorities.
* Personal use of your mailbox and cloud storage is to be avoided. Emails may be monitored
* *Always keep another local copy of your essential work that you store on the cloud.*

**Unacceptable use within Hwb or Hwb+ (as highlighted but not limited to that above) might result in actions taken in line with the school’s Disciplinary Policy.**

Cross out as appropriate.

I do/do not agree to the Terms of Use as outlined above.

Name of teacher: N A M E O F T E A C H E R Date: DD / MM / YY

Signature: S I G N A T U R E