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## Ysgol Gynradd Bryn Coch Bryn Coch C P School [www.bryncoch.flintshire.sch.uk](http://www.bryncoch.flintshire.sch.uk)

L M Williams M.A.Ed.  
Pennaeth Headteacher

5<sup>th</sup> February 2016

Dear Parent/Carer Annwyl Rhieni/Gofalwyr

### THE USE OF HWB+ IN SCHOOL AND AT HOME

Hwb+ is fast becoming a recognised name in Welsh education, and pupils and staff at Bryn Coch are using and developing the use of this resource. As such, we thought it would be a good idea to give you some background information to help understand what your children are doing and enable you to interact with them on this topic.

Hwb+ is an online learning platform where pupils can develop a whole range of digital skills. They have their own unique login and password ensuring that all work they complete on there is safe and their own. Hwb+ gives every user the ability to use Office 365 which is basically an online version of Microsoft Office, meaning children can even access a Word document on a tablet or even a mobile phone, as when they login all their work is saved on their individual online storage area (Skydrive). Pupils also get an email account which they will use in school to email other pupils and share their work. They will explore making Wikis, Blogs and take part in online forums.

As with any use of the Internet the children will be taught how to use it safely and responsibly. All Internet information is filtered through Flintshire's web filtering software in school, and close supervision will be provided when pupils are using the Internet. The school's 'eCadets' will be delivering training and advice sessions and school continues to access Internet safety programmes delivered by our Police Liason officer PC Mark Jones.

When your child uses the Internet at home, we ask that you too be vigilant and aware of the potential dangers surrounding young children accessing unfiltered information. For further advice and information on Internet Safety, why not visit Hwb's help page <http://hwb.wales.gov.uk/pages/eSafety-ParentZone> or search for CEOP (Child Exploitation and Online Protection) for lots of useful resources. Included on the reverse are some statements we will be sharing with the children to help keep them safe and understand some of the potential pitfalls. They will also be asked to sign an 'Acceptable Use Agreement' to ensure they only use Hwb+ as it is supposed to be used.

If you have any questions about the use of Hwb+ in school or at home, please do not hesitate to contact school.

Mrs L M Williams  
Headteacher



An example of items that will be discussed in detail with the children both before and during the use of Hwb+

- 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, your future college, University, or employer may look at your online life.
- Be safe – don't reveal anything about yourself or about your friends (especially home address or phone numbers). This is very important.
- If you feel upset or bullied, tell a teacher right away. Use the Worry Box if you want.
- 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.
- Only link to other websites if you are sure they are safe to visit and are appropriate for your classmates and friends.
- 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.
- Always keep another local copy of your essential work that you store on skydrive
- 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.

Following discussion of the above, all pupils will sign an Acceptable Use Agreement to agree to using Hwb+ sensibly and for the intended outcomes. We are very excited about developing the use of children's digital competency in particular through the use of Hwb+ and look forward to seeing the outcomes.