



Dear Parent/Carer,

We require your consent to the following statements in order for class records to be kept up to date.

**This will no longer be done yearly and it will be your responsibility to inform the school if any circumstances change. Unless we are informed otherwise, this consent form will cover your child for the duration of their time at school.**

Please place a  if you give consent or a **X** if you do not give consent next to **EACH** statement below.

**Please note that the agreement requires your signature and your child's.**

Please find attached further details for your records. This includes the Student Acceptable Use Policy and the SMART rules. Please take the time to discuss the policy with your child. It will also be discussed in school as it is essential that your child is well aware of what they have agreed to.

Pupils Name: ..... Year: ..... Class: .....

	✓ or X
I give my permission for my child to go on <b>local visits</b> within Carmarthen town.	
<b>First aid</b> will be administered to all pupils by qualified staff and an ambulance will be called for in an emergency. Parents will be informed of any serious injury that they have been made aware of.	
I give my permission for my child to be <b>photographed or filmed</b> and for such evidence to be displayed <b>in school and in school documents</b> where appropriate.	
I give my permission for my child's <b>photograph</b> to be taken and to be displayed in the <b>local press</b> .	
I give my permission for my child to be <b>photographed or filmed</b> and the photos/video-footage to be displayed on the <b>school website</b> .	
I give my permission for a <b>photograph/video</b> of my child to be used on the <b>school's social media</b> sites e.g. Facebook, Twitter <b>*Please note – although Parents/Carers are asked to use photographs/videos for personal use only, we cannot control what others post on their personal social media accounts and therefore the school cannot be held accountable for anything posted on personal social media accounts.</b>	
I give permission for my child to use the <b>Hwb</b> learning platform and all the applications that are included in their Hwb accounts e.g. Office 365, j2e, Google etc. <b>*Please note – the Welsh Assembly Government will insist that each child has an account due to the future online testing.</b>	
I understand that my child needs to stay safe online and follow the <b>SMART</b> rules. I understand that action could be taken against them should there be a breach of the e-safety policy.	

Parent Signature	Pupil Signature
Date:	Date:

Model Church in Wales School  
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Carmarthen  
Carmarthenshire  
SA31 3EQ  
Tel: 01267 234386  
E-bost: [head@model.ysgolccc.org.uk](mailto:head@model.ysgolccc.org.uk)  
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Model CIW School

Headteacher / Prifathrawes  
Amanda Bowen-Price



@ModelCIWSchool

### Hwb additional services consent form

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All learners in maintained schools in Wales must be provided with a secure login to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each learner via the platform. In order to provide your child with a secure login, the school will be sending basic information to the Welsh Government. The login will allow your child to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information about your child is used, please see <https://hwb.gov.wales/privacy>.

For more information about the online personalised assessments, please see <http://learning.gov.wales/resources/collections/national-reading-and-numeracy-tests?lang=en#collection-2>

If you agree, Welsh Government can also provide your child with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help your child access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them. Welsh Government will only provide access to these additional services if you sign the form below to indicate your agreement.

Your agreement - If you agree:

\* we will tell Welsh Government to provide access to the additional services

\*Welsh Government will share information about your child with its service providers, including Microsoft and Google Education, in order to enable access to the additional services.

If you do not agree, we will still share information about your child with Welsh Government to set up a secure login for the Hwb platform, but your child will not be able to access the additional services.

If you wish to withdraw your consent, please contact the headteacher within your child's school.

**Please sign and date this form if you agree to the above.**

Signed ..... Child's name ..... Date .....

## **Student Acceptable Use Policy 2018/19**

**These rules are for the good of everyone, you included. This is how we stay safe when we use computers:**

I will only use ICT equipment when given permission to do set activities.

I will take care of ICT equipment and report any damage immediately.

I will ask for help from a teacher or another adult if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or another adult if I see something that upsets me on the screen. Unpleasant or inappropriate material or messages must be reported.

I know that if I break the rules I might not be allowed to use a computer.

I understand that the school will monitor my use of IT systems, devices and digital communications.

I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

I will be aware of "stranger danger", when I am communicating on-line e.g. email

I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )

I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files.

I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions. I will check with an adult before I send an e-mail. I will not communicate with people I don't know.

I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person.

I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

When I am using the internet to find information, I should take care to use safe websites approved by trustworthy adult and are age appropriate. I should take care to check that the information that I access is accurate.

I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, when I am out of school and where they involve my membership of the school community e.g. cyber-bullying.

I understand that all my work can be seen by my teacher, including that done on Hwb. I will not upload to the Hwb platform anything that I wouldn't be happy to share with my teacher.

I will follow the SMART rules at all times.

## ICT – HWB+ at Model School

In December, 2012 the Minister for Education and Skills, Leighton Andrews launched a new initiative in Wales which would support improvements in outcomes for all learners. The initiative was to develop a world class Virtual Learning Environment (VLE) across Wales called Hwb.

Each school is to have its own VLE (called Hwb+) accessible for teachers and learners in the short term and accessible for parents and the wider community in the longer term. Different features of the VLE are supplied by different companies:

- **Learning Possibilities** - the Hwb+ website itself and learning tools
- **Microsoft** – The Microsoft Office Suite online (*including Word, Powerpoint, Excel and OneNote*), Cloud storage and email.
- **J2 Launch** – A Suite of online web tools, resources and cloud storage to assist with your child/children's ICT acquisition and holistic learning experience.

We believe in the power of ICT to enthuse, engage and motivate learners to achieve their full potential. We live in a technological world and its essential that your child develops a range of ICT skills within a safe learning environment. The *HWB+ All Wales Learning Platform* is a "Walled Garden" which will enable your child to embed these skills safely. It is a free facility which the children can access through their educational life.

The children have eSafety lessons regularly as part of their learning programme and we work closely with our Police Liaison Officer to further ensure learners' eSafety.

Thank you in anticipation of your support.

Yours sincerely

**A Bowen-Price**  
**Head Teacher**

HWB+

**S SAFE** Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.

**M MEETING** Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.

**A ACCEPTING** Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

**R RELIABLE** Information you find on the internet may not be true, or someone online may be lying about who they are.

**t TELL** Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.  
You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**THINK U KNOW**