



WELSHPOOL HIGH SCHOOL

ACCEPTABLE USE POLICY

DATE REVIEWED: March 2023

DATE FOR REVIEW: March 2025

A handwritten signature in black ink, appearing to be 'J E Jones', written in a cursive style.

SIGNED _____
Chair of Governing Body

27/04/2023
Date _____

A handwritten signature in black ink, appearing to be 'J Jones', written in a cursive style.

SIGNED _____
Headteacher

27/04/2023
Date _____



WELSHPOOL HIGH SCHOOL – ACCEPTABLE USE POLICY

This acceptable use policy covers acceptable use of the Welshpool High School network and the Hwb platform. Remember, anything you do on Hwb should have an educational purpose. You should not regard any of your activity as private or confidential. In addition to these rules you must comply with the terms and conditions for use of Hwb (see school website - documents page). You must also always keep another local copy of your essential work that you store on the cloud.

Pupils are responsible on the internet just as they are in the classroom or in a corridor. General school rules apply. The Acceptable Use Policy applies at all times, in and out of school hours, whilst using school equipment.

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 learners and their families and for colleagues and the school while online. Where staff feel they are being pestered by pupils, this may constitute a disciplinary matter. Where fellow pupils feel they are being targeted online, this may constitute a disciplinary matter.

Passwords Keep your username and password safe. Using others' passwords is prohibited. You are responsible for anything that happens under your account. Report to your network/HWB administrator if you suspect that your username and password have been compromised. Trespassing in others' folders, work or files is prohibited.

The internet is provided for pupils to conduct research and communicate with others. Remember that access is a privilege, not a right and that access requires responsibility. This includes access via your desktop or via mobile devices. All internet access is filtered but it is important to recognise that filtering is not infallible.

Staff may monitor student's computer sessions and may review files to ensure that users are using the system responsibly. Users should not expect that files stored on servers or discs will always be private. Users should be aware that all Internet requests are logged and are ultimately traceable back to the individual user. If you share external links within 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 material on Hwb that is in breach of the statutory rights of copyright owners. On the school network, you are not permitted to violate copyright laws. **Emails** are also monitored and can be reviewed and should be for school use only. In HWB, personal use of your mailbox and cloud storage is to be avoided.

Using mobile technologies and your responsibilities. Be a positive role model in how you use digital technologies in including Hwb. Videos, images or recordings made in school using mobile phones, iPads, tablets, cameras or other devices, should not be posted online (this includes Facebook, Twitter, Instagram, Snapchat, YouTube etc).

When using school Wi-Fi/Internet, users should be aware that requests are logged and are ultimately traceable back to the individual device. Attempting to access unauthorised websites using the Wi-Fi/Internet system may constitute a disciplinary matter. In addition, the following are all prohibited; creation or transmission of any offensive, obscene or indecent images, data or other material; harassing, insulting and/or attacking others and using obscene language; using the network for gambling or commercial purposes. Content relating to or supporting illegal activities may be reported to the authorities.



WELSHPOOL HIGH SCHOOL – DIGITAL DATA CONSENT

STUDENT WORK AND PHOTOGRAPHS/VIDEOS/AUDIO. Work and/or photographs/videos/audio may be displayed and/or electronically published or shared for purposes such as Celebration of Achievement, Development and Training using Lesson Box and/or Exemplar Material. These may be stored for a period of time and disposed of securely once they are no longer required. You need to sign to give permission for Welshpool High School to use of any still/or moving images, photographs and/or frames and/or audio footage depicting your child for these purposes.

STORING PERSONAL DATA/DATA SHARING. Personal data, once collected, may be stored securely for a given period of time. Confidential information (including personal data/photos/videos etc.) will be destroyed and disposed of securely once it is no longer required. In order to provide your child with a secure log-in, the school may send basic information to educational providers such as MathsWatch, GCSEPod, Duo Lingo, ArcGIS and Reading Cloud; this list is not exhaustive and could change during the year.



HWB ADDITIONAL SERVICES CONSENT

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 log-in 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 pupil via the platform.

In order to provide you/your child with a secure log-in, the school will be sending basic information to the Welsh Government. The log-in will allow you/your child to take the mandatory online assessments, known as 'personalised assessments'. For more information about the Hwb platform and how information about you/your child is used, please see school website documents section. For more information about the online personalised assessments, please see WHS website, documents section.

Additional services. If you agree, Welsh Government can also provide you/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 you/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.