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Welsh Government

# Data sharing, consent and acceptable use of Hwb – Guidance for schools and pupil referral units

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Mae'r ddogfen yma hefyd ar gael yn Gymraeg.  
This document is also available in Welsh.

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## Background

In 2018, the Welsh Government changed the way schools provide access to the Hwb education portal and managed learning environment (the Hwb Platform) for their staff and learners.

From September 2018, it will be compulsory for all learners in maintained schools in Wales to be provided with a secure login to the Hwb Platform. From that date, online personalised assessments are being phased in over three years to replace the paper-based National Reading and Numeracy Tests, and certain assessments must be completed online via the Hwb Platform.

In order for learners and staff to be provided with secure log-ins to the Hwb Platform, schools need to share personal information about them with Welsh Government. This will be done via the all-Wales Education Identity Provider service.

In order to facilitate the sharing of personal data with Welsh Government, headteachers or authorised members of the school's Senior Leadership Team are asked to review and accept the terms in the Hwb data sharing agreement (<https://hwb.gov.wales/dsa>).

## **Additional services**

All learners must be given a secure login to the Hwb Platform. In addition, the Hwb Platform will continue to offer additional services to those learners who have given their consent to receive them (or for whom parental consent has been obtained on their behalf). More details of the additional services are contained in the consent form template (see Appendix A).

We are asking schools to seek the consent of users to those additional services. A template consent form is attached to the data sharing agreement. When you upload information about users via the provisioning tool, you will also need to tell us whether the individual has consented to receive the additional services via the all-Wales Education Management Portal.

For further information regarding the configuration of the additional services available via Hwb, please visit the [Help and support section](#).

## **Recommendations**

It is recommended that each user of the Hwb platform (education staff and learners) reads and signs an appropriate acceptable use document (please see Appendix B). This is a template document and can be amended for individual school use. It might be appropriate for teachers and learners to create their own Hwb usage policies based on these activities and the template provided.

## **Appendix A: Consent form to allow learners access to additional services – template**

### **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 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 <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>

### **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.

**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 [you/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 [you/your child] with Welsh Government to set up a secure log-in for the Hwb platform, but [you/your child] will not be able to access the additional services.

If you wish to withdraw your consent, please contact the head teacher within [you/your child's] school.

**Signature**

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

Signed .....

Name .....

Date .....



## Appendix B: Acceptable use agreement for Hwb – template

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

- Be a positive role model in how you use digital technologies including 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 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.
- 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.
- 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. E-mails may be monitored.
- Comply with the [terms and conditions](#) for use of Hwb.
- Always keep another local copy of your essential work that you store on the cloud.

**Unacceptable use within Hwb (as highlighted but not limited to that above) might result in actions taken in line with your organisation's Disciplinary Policy.**

Cross out as appropriate.

I do/do not agree to the terms of use as outlined above.

Name of user: NAME OF USER      Date: DD/MM/YY

Signature: SIGNATURE

# Appendix C: All-Wales Education Identity Provider – dataflow diagram

## All-Wales Education Identity Provider (AWE IdP) – dataflow diagram

