

Ysgol Bryn Deva,
Linden Avenue
Connah's Quay
Flintshire
CH5 4SN
Tel: 01244 830080

Ysgol Bryn Deva



Pennaeth/ Headteacher: Mrs Tamasine Croston
Dirpwy Bennaeth / Deputy Headteacher: Ms Helen Evans

Ysgol Bryn Deva,
Rhodfa Linden,
Cei Connah,
Sir y Fflint
CH5 4SN
Ffôn: 01244 830080

Thursday 16th February 2017

Dear Parent / Guardian,

The school has recently purchased a set of Google chromebooks and access has been granted for all the children to use the Google Suite apps. We are hoping that this will improve the children's ICT skills across the curriculum. Every child in the school has a username and password to access the Google suite both in school and at home. This includes free access to google software such as google; drive, docs, sheets, slides, classroom and more. The children seem really excited about learning to use Google suite apps both in school and further their learning at home. The children will be able to store their work using Google drive and will have access to their own Email address via Gmail. The children will only be able to contact staff and pupils within Ysgol Bryn Deva and will not be able to email externally.

Allowing the children to have access to the Google suite apps at home is a very exciting opportunity, as they will be able to access work at home if directed to do so by their teacher for homework and be able to access the wide variety of resources available to them for educational purposes. **I understand that you may like to find out more about Google suite apps yourselves, therefore we have arranged an information session on Wednesday 8th March at 3:30pm to talk through the features available to the children. I would be grateful if you could return the reply slip below as soon as possible to your class teacher to let us know if you will be attending.**

With this exciting opportunity also comes great responsibility. **Therefore with this letter I have attached an acceptable use agreement that I would like you to read and sign in conjunction with your child and return it back to your child's class teacher as soon as possible.**

For your information, Google suite apps can be accessed on a variety of devices free of charge (Windows, Android and Apple) but they are best accessed through using a Google Chrome browser and it is important to realise that all passwords are case sensitive. If you are having any issues accessing Google suite apps at home, the information session on **Wednesday 8th March at 3:30pm** would be an ideal time to resolve any issues. I hope that you agree this is an exciting time in your child's education.

Kind Regards,

Mrs Croston

Reply slip – Google suite apps information Session.

Child's name and class: _____

I would like/not like to attend the information session on **Wednesday 8th March at 3:30pm.**

Signed (**Parent/Guardian**): _____



Acceptable Use Agreement for use of ICT including Google suite apps for Junior children at Ysgol Bryn Deva.

Remember, anything you do on your google account should have an educational purpose.

- **Be polite** - never post something online (e.g. google classroom) 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 your google account is recorded and will be viewed by other people including your teacher. Use appropriate language at all times.
- **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. Do not give it out to anyone, as someone might get onto your google account and could access all your information.
- Protect the school community by telling a teacher, a digital leader or adult if you see anything that might cause upset or harm to yourself, other pupils or teachers in the school.
- 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 – you will only be able to email people within the Bryn Deva domain but you must only send appropriate emails. If you are unsure, always check with your teacher. Email use may be monitored.
- Do not share documents, unless directed to do so by your class teacher.
- 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 and class: NAME OF CHILD Date: DD/MM/YY

Signature (Parent): SIGNATURE Signature (Child):

Please return this page to school along with the information session reply slip from the main letter as soon as possible. Many thanks.



Ysgol Bryn Deva – Parental consent form for Internet/Email use (Electronic Communication) and device usage. (February 2017)

Name of Child (full name): _____ Date _____

The school now has access to the Google app suite which the children can use to help with their learning and when directed by the teacher, they are able to access the internet and particular virtual learning environments. We have established some rules for responsible use with regards to Electronic Communication, which we would like you to read and understand with your child.

- I will only access the school system with my class password and then only use my own unique passwords for the Google app suite and Active Learn. I must keep my password a secret.
- I will treat all school digital devices with care and respect.
- I will not access other people's files or edit other people's work without their consent. I may do so if I am working on a collaborative document using Google apps.
- I will only use electronic devices in school for school work or homework, as directed to do so by my class teacher.
- I will only bring in memory sticks from outside school if I have been given permission to do so.
- I will only email people within the Ysgol Bryn Deva domain if it is for educational purposes, as directed to do so by the teacher. Any messages I send either through email or blogging will be polite and responsible.
- I will not give out my personal details or my friend's personal details online and will only talk to people I know.
- I will tell a trusted adult if I feel unsafe online in any way.
- I understand that staff in school may check and monitor my computer files, internet/Email usage, messages and blog posts.

I have read and understood the rules for Responsible use of Electronic devices and communication and as the parent or legal guardian of the pupil named above, I grant permission for my **son/daughter** to use the internet, email and any other ICT facilities within school, as directed to do so by a teacher for educational purposes. I understand that the school will take reasonable precautions to ensure that the pupils cannot access inappropriate materials; by the teaching of Internet safety skills and suitable firewalls being in place. However I accept that the school cannot be held responsible for the nature and content of materials accessed through Internet search engines. I accept responsibility for setting and conveying standards for my **son/daughter** to follow when selecting, sharing, producing and exploring information and media. I acknowledge that they will be deemed to be accountable for their own actions, which may result in your child no longer being allowed access to digital devices and the Internet within school. **This consent will be valid for the period of time that my child attends school.** If I wish to withdraw my consent at any time then I will inform the school of this decision in writing.

I understand that my child's use of the internet and email will be monitored and I give my consent for this to be done.

Parent/Guardian signature: _____

Name: _____

Relationship to child: _____

