



WMS

Digital Competence Guide

Information for Parents

Mrs C. Evans (2020)

National Digital Competence Framework

Pupils will be encouraged to use their Digital Competence Skills in ALL lessons, not just in ICT and Computing. At West Monmouth School, DCF skills will be embedded into all other subjects, and pupils will become so used to using these skills that it will become second nature to them.

Acceptable Use Policy

Prior to starting West Monmouth you will have been given a pack of important information to complete. One of these forms is an Acceptable Use Policy. This will need to be completed in order for your child to access the Internet in school. It is important that this is signed by both parent/carer and child and that the school has a copy of this document. Without this document no access will be given to use the Internet.



Access to School Network

At the start of Year 7 each pupil will be given a username and password to access the school network. As they will be doing a lot of work online it is important that they organise their work. They will be shown how to create folders to store their work and how to use appropriate names for their files. This will help not only them to find work they have saved, but also any teacher who may need to look at their work online.

Electronic submission of work

To complete homework pupils can either save their work to a memory stick to transfer it from home to school, or can use their school email to send it to their teacher as an attachment. To do this they would need to follow these guidelines:



1. Browse to the school website: <http://westmonmouthschool.com/>
2. Scroll down to **Popular pages** and select **School email**
3. Enter **username** and **password** to access school email

Enter username
Enter Password
Select Sign in

A screenshot of the Microsoft Outlook Web App sign-in page. The page title is "Microsoft Outlook Web App". Below the title, there is a "Security (show explanation)" section with three radio button options: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App". Below the security options, there are two input fields: "User name:" with the text "wms20JSmith" and "Password:" with a masked password of seven dots. A "Sign in" button is located at the bottom right of the form. Three arrows point from the text box on the left to the "User name:", "Password:", and "Sign in" fields.

4. Select New

Use the paperclip to attach your file

Select To... and select the appropriate teacher, do not just write their name

Enter a subject - what the email is about

Write a message

Example

Send

To... Carole Evans

Cc...

Bcc...

Subject: Jane Smith - Cipher Homework

Attached: Cipher.xlsx (14 KB) [Open as Web Page] X

Tahoma 10 B I U

Hi Mrs Evans

Please find my homework attached.

Jane

5. Press Send

Hwb

Hwb is an online resource and set of tools provided by the Welsh Government. Your child may have used this in their primary school and will already have been provided with a username and password. To access Hwb browse to <https://hwb.gov.wales/>. When on Hwb Log in with the Hwb username and password. Once on Hwb there are a vast range of resources, including access to Office 365 which can also be downloaded free for every school child in Wales. There is a document on the West Monmouth School website detailing how to do this.



Staying Safe Online

An important part of Hwb is the guidance it provides for Online Safety. To access this information select Online Safety from the Hwb Home screen, then select Guidance for parents and carers. The guidance covers the following main areas, many of which have extra guidance and resources aimed at secondary schools which you could look at with your child:



- Reporting concerns and seeking advice
- Teaching your children about online safety, including activities for particular age groups
- Keeping secure online
- Phishing emails
- Consent, privacy and data
- Gaming, including a link to educational games, e.g. Minecraft
- Illegal and offensive content
- Live streaming
- Mental health and well-being
- Misinformation
- Online bullying, online hate, online relationships
- Pornography
- Radicalisation and extremism
- Screen time
- Sharing images
- Social media



This is a huge list of areas which really highlight how important staying safe online is. Use it to share with your child if you are particularly concerned with something, for example if they start to use social media look at the guidance for this and then discuss it together.



Online safety is also an important part of the curriculum and will be covered in PSE lessons, assemblies and also by outside speakers such as Police Liaison Officers, in particular those involved with CEOP (Child Exploitation and Online protection).

At West Monmouth we have a safe guarding team headed by Miss Claire Hughes, Assistant Head. If you do have online safety concerns that you feel the school needs to know about please do not hesitate to contact us.

Using the Internet



The Internet provides us with a huge wealth of information, however, not all of it is accurate or up to date. When your child is searching for information using the Internet try and get them to do the following:

- Use a range of sources, not just the first website that comes up in a keyword search
- Encourage them not to simply copy and paste the information, but to read it and put it into their own words.
- If they are being asked to simply copy the information they should acknowledge where they got it from by referencing the author.
- When using Office 365 and Microsoft Word searching for an image using creative commons. This means that the picture they are using is free of copyright. This is a better way of searching for an image than simply doing an image search on a search engine.

