

DIGITAL PORTFOLIOS CONSENT FORM

Dear Parents/Guardians:

Teachers in the Surrey School District have the option to communicate student learning through personalized digital portfolios using an online tool called FreshGrade. FreshGrade represents a way to communicate student learning which engages our families in ways that better align with emerging self-service trends that provide real-time student progress, reporting, parent participation and student support for our families today. We believe that FreshGrade allows for more effective communication with our parents. Learning evidence may take the form of informal notes, pictures, links to video or audio, or student self-assessments, which document your child's progress in relation to the learning standards in the prescribed areas of learning.

During this school year, students will be active participants and take ownership of their learning by capturing their own evidence of learning by choosing artifacts in collaboration with teachers. Student self-assessment and reflections on their learning will be a significant part of their portfolios. Most important is that parents receive information in a timely manner so you can celebrate your child's learning, stretch their thinking by asking good questions, provide support and communicate with your child's teacher when it is most needed.



GOOGLE TRANSLATE is a third-party service that is integrated into Fresh Grade and will allow parents to translate wording in your child's digital portfolio to a language they may be more familiar with. The service will also allow teachers to translate messages from parents that may be in a different language. While the service does not claim to perfectly translate one language to another, we believe "Google Translate" can offer parents greater access to, and a deeper understanding of, the contents of their child's digital portfolio.

Before you access the "Google Translate" service, you need to know that unlike all other information sent to FreshGrade that travels within and is stored in Canada, there is a possibility that comments about learning samples sent to be translated through the "Google Translate" service may leave Canada. While in transit outside the country, information in the translation may be subject to the laws of foreign jurisdictions, including, in the United States, access under the USA Patriot Act. Please sign the reverse side of this form to confirm that you have read and you understand the potential risk in using "Google Translate".

As a general safe practice, when interacting with any online service, students should take care and avoid posting personal information or personal location that could be used to identify themselves or other persons.

In order for teachers to document student learning electronically, your consent is required. All data within FreshGrade resides on servers located in Toronto, Ontario and is encrypted while stored and in transit. Accounts are password protected and only you, your child, your child's teacher(s), and anyone you grant access can view the portfolio. Since learning is a social activity and images/videos may display your child learning with others, consideration should be taken not to post or share on social media any content within your child's FreshGrade portfolio that may contain the name and/or likeness of other students in the class. With your consent, you will receive an email with information on how you can access your child's individual digital portfolio.

As a public institution, we are subject to the BC Freedom of Information and Protection of Privacy Act. In accordance with this Act, we must at all times protect the privacy of students under our care. The FreshGrade services collects registration and account information from teachers, parents and students which includes your name, user name, email address, phone number, profile picture, affiliation school and its location. FreshGrade also collects personal information when the student downloads the mobile application, sends an invitation and requests others to collaborate on classroom activities. FreshGrade **will only offer their services to those who are confirmed as enrolled students in the Surrey School District.** Participating students will have signed parent consent forms acknowledging that their personal information will be disclosed as described above, and securely stored and accessed in Canada.

NEW THIS YEAR

Parents please note that if you give your consent to use digital portfolios, your consent status remains in effect and on file at our school. You will no longer be asked to re-submit consent forms every year. However, you can review or change any consent form at any time by contacting the school.

If you choose to participate in the use of FreshGrade, please complete and return this form with your child. Thank you for your support and we look forward to a wonderful year of learning.

Sincerely,
Barbara Kolbus,
Principal, Surrey Centre

Antonio Vendramin
Surrey District Principal, Communicating Student Learning

LEADERSHIP IN LEARNING

CONSENT:

I have read the attached letter from the Surrey School District and understand that when implementing the web- based service known as FreshGrade we will combine information about students that is collected by the School District as part of its registration processes, with class work and other content that the teacher and student add or upload to this service. I understand that the objective of FreshGrade is to provide a web-based/mobile tool that will enable more effective communication and collaboration between students, educators and parents about student's evidence of learning and assessment at school.

By signing this consent, I, on behalf of my child, understand and agree that:

- The School District may provide personal information about my child as described in the attached letter;
- All personal information disclosed to FreshGrade will be encrypted and stored on external servers located in Canada and managed by service providers engaged by the School District;
- Student personal information and evidence of learning in FreshGrade will be accessible to you, your child, and your child's teachers and school based administrator(s);
- The use of FreshGrade is governed by Surrey School District policy 5780.1 and 5780.2;
- Since learning is a social activity and images/videos may display your child learning with others, the name and/or likeness of other students in the class should not be posted or shared on social media sites; and
- Information sent through the "Google Translate" service may be subject to the laws of foreign jurisdictions, including, in the United States, access under the USA Patriot Act.

This consent will be considered valid from the date at which it is signed until one year after the point at which your child named below is no longer a student within the School District. If at any point you choose to withdraw consent, please contact your school directly.

I also hereby acknowledge that I have read and understood the School District's Policy which governs the Use of FreshGrade. This form must be returned, signed and dated, to the student's school so that a FreshGrade account can be activated for the student named below.

Signature of Parent or Guardian

Signature of Student (if over 13)

Print Name

Print Student Name and Grade

Print School Name

Print Teacher's Name

Parent e-mail address

Print School Name

Date Signed

Date Signed

LEADERSHIP IN LEARNING