

## 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 new way to communicate student learning which engages our families in ways that better aligns 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 effectively communicate with our parents in an easy and seamless manner. Learning evidence may take the form of informal notes, pictures, links to video or audio, and student self-assessments, and informs you about 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 or 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 you, as parents, will 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.



**NEW THIS YEAR** is the integration of "Google Translate", a third-party service that 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 data sent to FreshGrade that travels within and is stored in Canada, there is a possibility that information 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 Vancouver B.C. at [Cogeco Pier1](#) and is encrypted while stored and in transit. Accounts are password protected and only you, your child, your child's teacher(s), and anyone else you grant access to can view the portfolio. Since learning is a social activity and images/videos may display your child learning with others, consideration should be taken to not 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 for 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 informed consent forms acknowledging that their personal information will be disclosed, and securely stored and accessed in Canada.

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,



Antonio Vendramin,  
District Principal, Priority Practices  
vendramin\_a@surreyschools.ca

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 work, learning and assessment at school.

By signing this Agreement, I on my own behalf or, as applicable, on behalf of my child, understand and agree that:

- The School District may provide personal information about me or, if a parent/guardian is signing, my child as described in the attached letter. This consent is for the purposes of participating in the FreshGrade initiative as set out 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 on FreshGrade will be accessible to the student's teachers and school based administrator, parents;
- Student content on FreshGrade will be accessible by students and parents using web-based applications from locations outside of the School, if I or my child choose to access this material;
- The use of FreshGrade is governed by Surrey School District policy [5780.1](#) and [5780.2](#);
- If choosing to use the "Google Translate" service, Information in the translation may be subject to the laws of foreign jurisdictions, including, in the United States, access under the USA Patriot Act; and
- Since learning is a social activity and images/videos may display your child learning with others, consideration should be taken to not 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.

This consent will be considered valid **from the date at which it is signed until one year after the point at which the student named below is no longer a student within the School District.** I also hereby acknowledge that I have read and understood the School District's Policy on the Use of *FreshGrade*. ("The Use Policy") **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.

_____	_____	_____
<i>Signature of Parent or Guardian*</i>	<i>Signature of Student (if over 13)**</i>	<i>Date Signed</i>
_____	_____	
<i>Print Name</i>	<i>Print Student Name and Grade</i>	
_____	_____	
<i>Print School Name</i>	<i>Print Teacher's Name</i>	
_____	_____	
<i>Parent e-mail address</i>	<i>School Name</i>	

*\*For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*

*\*\* All students age 13 and over should sign this consent on their own behalf. Although Parents cannot legally consent to the collection, use or disclosure of their child's information if the student is of capable mind and maturity able to consent for themselves, we ask all parents to provide their assent to this process by also signing above. In addition, students for whom consent is not provided will have access to an alternative resource.*