

**DIGITAL PORTFOLIOS CONSENT FORM**

TRANSLATE

[bit.ly/sd36talk](https://bit.ly/sd36talk)

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 effective communication with our parents. Learning evidence may take the form of informal notes, pictures, links to video or audio, student self-assessments, which documents 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.



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 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 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 parent consent forms acknowledging that their personal information will be disclosed, and securely stored and accessed in Canada.

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,

Antonio Vendramin,  
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