**[\*Instructions:** This is an example of a written informed consent. FIPPA expectations require parents to have informed consent meaning that there is information requiring the types of projects/skills you will be completing, the tools and applications that may be used, timeframe. Note that the form below is fairly generic allowing you some flexibility so that you will not have to gain permission for every single project. If the parent does not give consent, the student must be provided with an alternative that offers similar outcomes.   
Feel free to adjust the template to meet your class needs for the year.]

[\*date and year]

Dear Parent/Guardian

An important part of our class work this year will involve using Internet-based tools to create and share our learning. The literacies-based activities include practice with critical thinking processes, communication skills, documenting learning, and file organization [\*NOTE: add other goals that may apply for the year]. Throughout the year, these activities will also enhance our understanding of digital citizenship.

The websites and applications accessed for educational purposes may include: Google Classroom (G Suite), Edmodo, Twitter, Diigo, DropBox, YouTube, Scratch Programming [\*Note: add any other that may apply for the year]. These websites and applications store data outside of Canada. The Office of the Information and Privacy Commissioner for British Columbia requires that parents be made aware that student information may reside on servers not located in Canada and that parental consent is required when using such websites. Students are expected to use their assigned accounts and follow teacher guidelines when using website applications.

If you have any questions or concerns, please feel free to contact me at [work email address] or at school [school phone number].

[Teacher Name]

I understand that the information my child may create and store could be stored or accessed from a location outside of Canada.

* Yes, I give consent for my child, for learning purposes, to use websites and applications where servers are located outside Canada.
* No, I do not give my consent for my child to use these sites

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Signature of Parent or Guardian Date

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Print Student Name