Teachers in the Burnaby Board of Education have the option to communicate student learning through personalized digital portfolios using a variety of online tools. One of the tools is called *FreshGrade*. It allows instances of real-time student progress and parent participation in the learning process. Learning evidence may take the form of informal notes, pictures, links to videos or audio, student self-assessments, which documents the child’s progress in relation to the learning standards in the prescribed areas of learning.

The integration of “Google Translate” a third-party service allows parents to translate wording in your child’s digital portfolio to a language that may be more familiar. As well it also allows teachers to translate messages from parents that may be a different language.

Before you access the “Google Translate” service, you need to know that unlike all other information sent to *FreshGrade* that travels and is stored in Canada, there is a possibility that comments about learning sent to be to be translated may leave Canada. While in transit outside of the country, information in the translation may be subject the laws of foreign jurisdictions, including in the United States, access under the USA Patriot Act.

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, username, email address, 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.

Sincerely,

[name of teacher],

[School Site]

**RETURN THIS PART TO THE SCHOOL:**

I have read the attached letter and understand that when implementing the web-based service known as *FreshGrade,* we will combine information about students that is collected by the Burnaby Board of Education as part of its registration processes, with class work and other content that the teacher and student 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 between student/teachers/parents about the student’s evidence of learning and assessment at school.

* I (on behalf of my child), choose to participate in using the FreshGrade tool and understand and agree that:
* The School District may provide personal information about my child as described in the attached letter;
* Student personal information and evidence of learning in FreshGrade will be accessible to you, your child, your child’s teachers;
* 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;
* Consent will be considered valid for the current school year.

If you choose not to take part in the FreshGrade tool, the district will provide alternative measures.

* I choose not to participate in using the FreshGrade tool.

|  |  |
| --- | --- |
| Signature of Parent/Guardian | Date Signed |
| Print Name |  |