

Teacher Documents



Overview of Tool: This product allows us to capture evidence of learning in the classroom. Very shortly, with your consent, you will have the opportunity to begin receiving ongoing information regarding your child's learning via an online portfolio. This information may take the form of informal notes, pictures, or links to video or audio. You will receive these updates via email, or through the product's app, if you so choose.

Privacy Points for Teachers

(Adapted from the Privacy and Terms: <https://www.freshgrade.com/privacy-and-terms/>)

- Data is stored in Canada.
- FreshGrade will not share information with a 3rd party unless students elect to use additional tools (A separate privacy waiver will be created and sent home for those) or due to legal obligation or court order
- User data is anonymized and analyzed in aggregate to better improve the service and analyze the way in which students and teachers use the service
- Only students, parents, and teachers can view the data
- FreshGrade allows students/parents to own their own data.



Parent / Guardian Documents

What is Fresh Grade?

This product allows us to capture evidence of learning in the classroom. Very shortly, with your consent, you will have the opportunity to begin receiving ongoing information regarding your child's learning via an online portfolio. This information may take the form of informal notes, pictures, or links to video or audio. You will receive these updates via email, or through the product's app, if you so choose.

Why am I using Fresh Grade?

- Consistent, real time, communication about your child's progress and learning
- Provide opportunities to comment, interact, and support your child's learning
- Allows teacher to track progress of students and monitor learning in real time
- Allow students to learn skills otherwise unavailable to them
- Document student learning from cross curricular sources

Risks that could arise

FreshGrade provides teachers with an online space to collect formative assessment data on your child's progress in various subject areas. **While the teacher has access to your child's account, the account is private and requires a username and password.** FreshGrade is a company that has a location in Kelowna, British Columbia. Information about your child will therefore be stored on a server located in Kelowna, BC, Canada. This is compliant with [FIPPA](#) (Freedom of Information and Privacy Protection Act of BC).

Student data is used to communicate between students, teachers, and parents. FreshGrade also uses data to analyze the use of their service and ways to improve or change it for the future. The data used for this is anonymized meta data about user behaviour and not connected directly to any one student and contains no identifiable information.

Despite being a company located in British Columbia, FreshGrade may share user data with companies located outside of BC through the use of 3rd party services which are not a mandatory or required function of the FreshGrade website - for example, Youtube. The use of these sites is not required to use the FreshGrade platform. If students are required to create an account for these services a separate consent waiver will be sent home before use. They also will share data with outside agencies if compelled by legal authority in compliance with the Provincial and Federal laws in Canada.



Accounts will be deleted at the completion of the course **[insert date here]**. You may request your child's account be terminated at any time by requesting so in writing. The head of school technology will be responsible for monitoring these terms of service and in case of any change you will be notified again, in writing, to again obtain your informed consent. While FreshGrade does usually delete data immediately it may not be deleted immediately based on workload and data backup/storage and they are unable to delete or control data stored in 3rd party services accessed through FreshGrade.

Please give consideration as to how this tool will enhance your child's learning in my class. If you have any questions or concerns, feel free to contact the school. If you consent to your child's use of FreshGrade as described above, please complete the form attached and return it to me. Should you decide that you do not want your child to have access to this web 2.0 tool, please indicate that by checking off the appropriate opt out box on the attached form and an off-line alternative will be provided without any affect to your child's grade.

What's 'personal information'?

"People have different standards of what they consider 'personal' information. Sharing over social media has done a fair bit to reset our expectation. Regardless of personal definition, if the information, data, or content could be used to identify you, it's 'personal information' – though professional or business contact information may be treated separately." ¹(Henglstler, 2013). A student's personal information could include: name, date of birth, address, telephone number, email address, educational information, and anything that identifies an individual, including photographs. If any information, data or content could be used to identify you it is then qualified as "personal information".

Why is BC so sensitive to privacy laws regarding data?

"Shortly after the 9/11 attacks on the US in 2001, the American government enacted the United States Patriot Act that allowed the United States government to search private and public data housed on servers on United States soil. At the time, The British Columbia Medical Services Plan was hosting our provincial medical records in the United States. Unions in British Columbia expressed concern over the ability of the American government to search through British Columbian's personal medical records and histories. Ultimately, the rules is: if you transfer or authorize the transfer of your personal information outside of Canada, that data is subject to the laws and practices of the country where it sits – be it the United States, China, or India. (Remember that minors, under the legal care of an adult, cannot authorize such a transfer.) Not all locations have similar notions about your right to privacy. Since cloud computing is a relatively new technology, the laws and best practices governing it are still changing and there is a need to stay current." ¹(Hengstler, 2013)

Why is a consent form necessary?



Various provinces in Canada – and other jurisdictions across the world – have enacted laws to protect personal privacy. In BC, the Personal Information Protection Act (PIPA) covers all independent schools. It is one of the most defined privacy protection frameworks in Canada. PIPA states that ‘private bodies’ such as independent schools have defined legal requirements for handling your personal information when it is within their ‘custody’ and ‘control’. Generally, private bodies must make sure that your personal information cannot be stored or accessed outside of Canada without your expressed permission – ‘consent’ (Note: there are certain expectations in the law like data covered by treaties, etc.). PIPA states that your consent must be in writing, state to whom your personal information may be disclosed, and how your information will be used. Also, if you post personal information about others, their permission must also be secured.

What if I don’t want to consent?

You have the right as a parent/guardian to withhold consent to your child using Fresh Grade. Alternate activities will be provided to students in the event that parents/caregivers choose to withhold consent and that selection of an alternate activity will not affect a student’s grade.

While no internet-based experience can ever be 100% risk-free, know that I will take every reasonable measure to manage expected risks.

^[1] Julia Hengstler is the Educational Technologist with the Faculty of Education at Vancouver Island University & an Instructor in Educational Technology. Please visit this site for more background information about her:

http://www.viu.ca/education/faculty/profiles/hengstler_j.asp



Informed Consent

This year our class will be using FreshGrade

This product allows us to capture evidence of learning in the classroom. Very shortly, with your consent, you will have the opportunity to begin receiving ongoing information regarding your child's learning via an online portfolio. This information may take the form of informal notes, pictures, or links to video or audio. You will receive these updates via email, or through the product's app, if you so choose. Feedback you receive will detail:

- Your child's accomplishments
- Areas of learning that need attention
- Ways you can support your child's learning

Benefits of using FreshGrade

- Consistent, real time, communication about your child's progress and learning
- Provide opportunities to comment, interact, and support your child's learning
- Allows teacher to track progress of students and monitor learning in real time
- Allow students to learn skills otherwise unavailable to them
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Why the need for a permission slip?

As a BC teacher, I am subject to the BC Freedom of Information and Protection of Privacy Act [http://www.bclaws.ca/Recon/document/ID/freeside/96165_00]. In accordance with this Act, I must ensure that I protect the privacy of all students under my care. As such, I cannot use personal and identifiable information of a student (e.g., first name, last name, school, grade, teacher, class, etc.) including student work without written consent of the student's parent or guardian. Below are possible identifiable privacy risks and ways to minimize them. In the same way that you can request a child not participate in a field trip, you can opt out of these activities on behalf of your child and they will be provided alternative work with no impact on grading or assessment.

Please keep page one for your records and complete page 2 to be sent back to me for my records. Thank you.

Teacher Name

Contact Information



FreshGrade FIPPA Consent Form (Exemplar) by [Danny Leeming](#) is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](#). Modified by Breanne Quist on April 29, 2015.

Fresh Grade

Please choose one of the following, if you feel that you do not have enough information to make an informed decision, please contact me to discuss further:

I, _____, parent or guardian of _____

agree to the collection, use, disclosure and storage of my child’s personal information inside Canada while using the technology described above for the purposes of engaging in the class activities described above. I am aware of and understand the identifiable privacy risks as described above and will support the classroom teacher in minimizing the exposure of my child’s and other people’s personal information while my child is using the technology and review materials the teacher provides.

Student accounts will be deleted no later than June 30th, 2015 or upon written request of the parent at any time. Students will be allowed to download and save any work or data they wish before deletion. Student accounts will also be deleted immediately if the student is withdrawn or unenrolled from the course.

OR

I, _____, parent or guardian of _____

do **NOT** agree to the collection, use, disclosure and storage of my child’s personal information inside of Canada while using the technology described above for the purposes of engaging in the class activities described above and request that an alternative activity be provided for him/her.

<input type="checkbox"/>	By checking the box on the left, I request that my child NOT participate in the FreshGrade activities and ask that an alternative activity be provided for him/her
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This consent is valid for the duration of the student’s participation in Mr. Leeming’s Infotech 9 Course at Mount Sentinel school unless revoked by me in writing and delivered to the teacher.

We understand the privacy risks and management strategies as they have been shared with us.

Parent Signature

Date

Student Signature

Date

Received by teacher on: _____



Metadata

Tool / Resource Name: Fresh Grade

URL: www.freshgrade.com

LMS or Web 2.0 Tool: Web 2.0

Location of Reviewer: B.C. Canada

Reviewer affiliation:

Public School	X
Independent School	
Public Organization	
Private Organization	
Other	

Enrollment Requirements:

First name	X
Last name	X
User name	
Email address	
Country	
Street Address	
Postal code	
Phone number	
School / Organization	X
Age	
Birthdate	
Password	



Required user information that is displayed

User name	<input type="checkbox"/>
Email	<input type="checkbox"/>
Name	<input type="checkbox"/>
Avatar	<input type="checkbox"/>
Location	<input type="checkbox"/>

Tool Category:

Instructional	<input checked="" type="checkbox"/>
Informational	<input checked="" type="checkbox"/>
Presentation	<input checked="" type="checkbox"/>
Storage	<input type="checkbox"/>
Game	<input type="checkbox"/>
Other	<input type="checkbox"/>

Grade level:

Primary (K-3)	<input checked="" type="checkbox"/>
Intermediate (4-6)	<input checked="" type="checkbox"/>
Middle School (7-9)	<input checked="" type="checkbox"/>
High School (10-12)	<input checked="" type="checkbox"/>

Subjects / Courses:

Math	<input checked="" type="checkbox"/>
English	<input checked="" type="checkbox"/>
Science	<input checked="" type="checkbox"/>
Social Studies	<input checked="" type="checkbox"/>
PE	<input checked="" type="checkbox"/>
Health and Careers	<input checked="" type="checkbox"/>
Fine Arts	<input checked="" type="checkbox"/>
Applied Skills	<input checked="" type="checkbox"/>
Second Language	<input checked="" type="checkbox"/>



General information:

Open / Closed	CL OS ED
Server Location	CA N
Minimum age requirement	13
Level of risk	Lvl 2
iOS app	X
Android app	X

Check with your own school to make sure it meets your school's privacy policy.

Changes may occur; this document is current as of terms of service on April 29, 2015.

