

Backgrounder -OLTD 506
FreshGrade : Social Media Tool Information Form
Brigitte Atwood

Dear Parent/Guardian,

I am very excited to present to you the FreshGrade social media tool we will be using in class this year. This tool will be used to show learning inside as well as outside of the classroom. Students will use mobile devices to post pictures and videos of assignments to keep a digital portfolio of their work.

Here is some information for you to review to be accurately informed about the implications of using this social media tool in the classroom.

What is FreshGrade?

Fresh Grade is an electronic portfolio system that is easily accessible by parents through a variety of means. In addition to sharing evidence of student learning during parent teacher interviews and through report cards, you now have the opportunity to use a computer, iPad or Smart Phone and view pictures, videos and notes that show your child's learning. You will be able see your child's learning improve throughout the year on a secure site that you access through an app on your device or on the FreshGrade website. (SD91, 2016)

-Captures and documents learning in real time without place and space constraints (Students are constantly learning and can use mobile devices to share wherever they are.)

-Tracks progress and goals (Students will have access to their previous learning and can see growth and make changes as needed.)

-Formative and Summative assessments (Teachers can provide timely feedback and students can self reflect on work.

-Family and Learning are connected (Parents can see their child's work and comment. They can see what is being studied on at school and extent the learning outside of the classroom.)

(Information retrieved from <https://www.freshgrade.com/how-it-works/>)

Privacy Terms and Conditions

FreshGrade servers are located in Canada. The following has been retrieved from <https://www.freshgrade.com/privacy-policy/>

“At FreshGrade, data security and user privacy are our number one priority. The following core principles guide our decisions around data, security, and technology:

- FreshGrade collects, stores, processes and shares student personal information only for the purposes of providing our Service, or as authorized by a school or a parent
- FreshGrade does not own the content or data collected from a district, school board, school, teacher, parent or student. Users own their content and data
- FreshGrade does not sell, use or share student personal information or content for marketing or advertising purposes, unless with explicit parental consent
- FreshGrade does not use student data for targeted advertising purposes
- FreshGrade will maintain a comprehensive data security program designed to protect the types of student data maintained by FreshGrade
- FreshGrade will delete or de-identify student personal information at the direction or request of the school
- FreshGrade will clearly and transparently disclose our data policies and practices
- We will not make any material changes to our Privacy Policy or Terms of Service that relate to the collection or use of student personal information without first giving notice to the school or parent and providing a choice before the student personal information is used in a materially different manner than was disclosed when the information was collected.

If you have any questions, please contact us at care@freshgrade.com.”

Student Data

“For Canadian users, we store and process your personal information in full compliance with the British Columbia Personal Information Protection Act (PIPA), the Canada Personal Information Protection and Electronic Documents Act (PIPEDA), and provincial Freedom of Information and Protection of Privacy Acts (FOIPPA).” (<https://www.freshgrade.com/terms-and-conditions/#personal-info>)

In British Columbia, educators have to abide by the BC’S FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT known as FIPPA. Please refer to the *Guide to Access and Privacy*

Protection under FIPPA document at <https://www.oipc.bc.ca/guidance-documents/1466> if you require more information.

This protection of privacy act will be discussed with students in the classroom prior to the use of the FreshGrade tool. "Students will be explicitly directed to maintain privacy and not share others' information." (Hengstler, 2019).

"While no internet-based experience can ever be 100% risk-free, know that I will take every reasonable measure to manage expected risks."(Hengstler, 2019).

To review the FreshGrade's Privacy Policies and Terms of use, please refer to <https://www.freshgrade.com/privacy-and-terms/>

Social Media School District Policies

It is also recommended that parents and students are made aware of our School District 91's *Digital Technology Policy No. 604.1R REGULATIONS Process to a Privacy Impact Assessment.pdf*. You can access this document at

[:https://sd91.civicweb.net/filepro/documents/22628&splitscreen=true?preview=22630&splitscreen=true&attachmenturl=%2Fdocument%2F29989](https://sd91.civicweb.net/filepro/documents/22628&splitscreen=true?preview=22630&splitscreen=true&attachmenturl=%2Fdocument%2F29989)

Parents and students are also recommended to read the expectations of student and parent sections of SD91's *Social Media and Cloud Technology Policy No. 604.3R REGULATIONS FORM: 604.3F – Social Media and Cloud Technology Consent Form*. This information can be found at

<https://sd91.civicweb.net/filepro/documents/22628&splitscreen=true?preview=22630&splitscreen=true&attachmenturl=%2Fdocument%2F46283>

Parents and students who wish to opt out of using FreshGrade as an online portfolio will be provided alternate work assignments to fill the learning requirements and need to advise me of this choice.

Please visit FreshGrade at <https://www.freshgrade.com/how-it-works/> to get more information about this social media tool.

I look forward to answering any questions you may have. You can reach me at batwood@sd91.bc.ca.

Mme Atwood:)

References:

SD91. Parent Consent: FreshGrade (October 17, 2016)

Vancouver Island University. (2019). OLTD506: Working with Social Media. Creating a Social Media Tool Backgrounder.Canada: Julia Hengstler. Retrieved from <https://learn.viu.ca/d2l>

Vancouver Island University. (2019). OLTD506: Working with Social Media. Creating a Social Media Tool Backgrounder(Checklist: Required Items for Social Media Tool Backgrounder).Canada: Julia Hengstler. Retrieved from <https://learn.viu.ca/d2l>

Consent Form - OLTD 506
FreshGrade : Social Media Tool
Brigitte Atwood

Dear Parent/Guardian,

I am very excited to present to you the FreshGrade (<https://www.freshgrade.com/how-it-works/>) social media tool we will be using in class this year. This tool will be used to show learning inside as well as outside of the classroom. Students will post pictures and videos of assignments to keep an electronic portfolio of their work. The goal is to share work with the teacher and with parents to see learning in real time. This way, we are not waiting for the reporting periods to know how students are doing. We are following their growth and monitoring their progress to provide feedback, in a timely manner, to offer support if/when needed. The goal of this tool is to create a digital portfolio of work that is accessible for students, parents and teachers to view at any time.

We will be using the FreshGrade tool throughout the year to capture learning. This time frame is from September 2019 to June 2020.

Students will get a username as well as create a password to access their account. Students will use a mobile device (Ipad/Chromebook) to access FreshGrade in the classroom. They can also use other devices (Ipad and phones) to post pictures when not in the classroom. They will be posting work in the form of pictures and videos which will be shared with the teacher and parents. In the classroom, work may be shown (on the Smartboard), to other students, to provide feedback, to reflect and to celebrate learning.

Policies

As stated in the attached *FreshGrade : Social Media Tool Information Form*, it is important that you understand the implications of using this social media tool in the classroom.

“All the information is saved on servers in Canada, and the company is based in Kelowna, BC thus meeting British Columbia’s rigorous privacy guidelines. Parents are encouraged to read the FreshGrade Privacy and Terms of Use that can be found here: <https://www.freshgrade.com/privacy-and-terms/>” (SD91, 2016)

It is also recommended that parents and students are made aware of School District 91’s *Digital Technology Policy No. 604.1R REGULATIONS Process to a Privacy Impact Assessment.pdf* (<https://sd91.civicweb.net/filepro/documents/22628&splitscreen=true?preview=22630&splitscreen=true&attachmenturl=%2Fdocument%2F29989>) as well as SD91’s *Social Media and Cloud Technology Policy No. 604.3R REGULATIONS FORM: 604.3F – Social Media and Cloud Technology Consent Form* (<https://sd91.civicweb.net/filepro/documents/22628&splitscreen=true?preview=22630&splitscreen=true&attachmenturl=%2Fdocument%2F46283>)

Students will be reviewing the privacy and policies regarding FreshGrade, as well as classroom, school and school district #91 policies prior to using the tool inside and outside of the classroom.

"While the teacher will take every reasonable effort to assure the safety of your child, no online activity or tool can be deemed 100% safe." (Hengstler, 2019)

Student Roles and Responsibilities of Technology Tool Use

Classroom Expectations regarding FreshGrade and other social media tools use:

- Students are to keep their usernames and passwords private.
- Students are to log off of their account every time they are done with the tool.
- Students are to report any misuse of social media tools to the teacher.
- Students are to be positive and only post items which relates to learning.

Students who do not follow the above expectations will be provided with an alternate way of sharing learning and parents will be contacted.

Parents and students who wish to opt out of using FreshGrade as an online portfolio will be provided alternate work assignment to fill the learning requirements and need to advise the teacher of this choice.

I look forward to answering any questions you may have concerning this tool. I can be reached at school at batwood@sd91.bc.ca

Mme Atwood:)

Please read, sign and return the bottom portion to school.

I have read the attached *FreshGrade : Social Media Tool Information Form*, and am aware of this activity will involve the use of FreshGrade. I am aware that use of this tool will not require storage or access to personal information external to Canada. I have read the attached *FreshGrade : Social Media Tool Information Form* detailing potential risks and steps the teacher will take to mitigate these risks." (Hengstler, 2019)

By our signatures below we agree to the use of FreshGrade for the purposes described:

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Parent Signature

Date

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Student Signature

Date

References:

SD91. Parent Consent: FreshGrade (October 17, 2016)

Vancouver Island University. (2019). OLTD506: Working with Social Media. Creating a Social Media Tool Backgrounder(Checklist: Required Items for Social Media Tool Consent Form).Canada: Julia Hengstler. Retrieved from <https://learn.viu.ca/d2l>