Dear Parents,

Our school is trying to improve they way students present their portfolios. One of the ways to do this is to make the portfolios into ‘Interactive ePortfolios’. This type of ePortfolio can be accessed and interacted with on computers, tablets and phone devices (Android and Apple), containing content such as:

* Videos (without the child’s face appearing) of the children explaining/demonstrating what they have learned and experienced in class the student’s year
* The ability to provide links to download student work in the form of eBooks and PDF files
* Making the Interactive Portfolios more accessible by more people (i.e. everyone in your family with a simple small email notifying them of their ability to view a student’s ePortfolio). By moving all large video files from the traditional CD/DVD/USB format to a cloud (web/online) storage solution, the Interactive ePortfolio, in PowerPoint form, could then be emailed to family and friends (in a very small file – approximately 3-5MB).

To make the Interactive ePortfolios more accessible, we would like to offer you the opportunity to have your child’s Interactive ePortfolio content uploaded to GoogleDrive. The online version of the student’s Interactive ePortfolio can only be accessed by anyone who has been emailed the website link or PowerPoint presentation.

A ready-made sample of three different student web-based Interactive ePortfolios (a website, a blog and a PowerPoint presentation) will be sent out to you via email today for you to peruse during this week. Should you like what you view and also wish for your child’s work to be made available this way, please fill out the attached permission slip.

Should you permit your child to have a web-based Interactive ePortfolio:

* A student’s Google Account would be linked to the student’s school email address
* The GoogleDrive feature of the account gives users 15GB of data storage to store the content of their ePortfolio
* We have read the terms and conditions that were provided during the sign-up phase and have logged on to ensure that only a student’s first name appears in the settings of the Google Account. A mobile phone number is required during the sign up process, so we will register a parent’s mobile number (in case the student forgets their password, a password reset message is sent to the number)
* Students would then upload their work to the GoogleDrive and link this into their Interactive Digital ePortfolios
* The Google Account would only be accessed by the classroom teacher and the individual student. All usernames and passwords would also be forwarded to the student’s parent(s) via email
* Students would not be allowed to use the Google Account to register the student’s details to for use with Google, Google+, Gmail, YouTube, GoogleMaps, or GooglePlay
* As a matter of security, when publishing student work on the internet, schools are advised to provide less than three forms of identification information. Anyone viewing the portfolio would only be able to see the school name and the student’s first name
* All references to a surname or a photo are not allowed. Any video containing a student would need to have a fictitious name for each student. Movies containing students could only be uploaded if their parent has given permission via the ‘Internet and Media Publishing Consent and Waiver Form’

Please see the attached permission form to give or decline your consent.

NOTE

As a further precautionary measure, the password to your child’s GoogleDrive account will be reset in the last week of the school year to ensure that students cannot use the account for their own personal storage. Students and parents will still have access to view the content of their Interactive ePortfolio (e.g. videos and ebooks) but only through the Interactive ePortfolio PowerPoint presentation file or website.

**Online Interactive ePortfolio Parent/Guardian Permission**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grant INSERT SCHOOL NAME permission to publish

 (parent/guardian’s name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interactive ePortfolio on the internet as described previously.

 (student’s full name)

This permission form will be in effect for your child for the remainder of INSERT YEAR.

If, at any time, you decide to change the student’s form, you can contact the school’s office to complete a new form.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DO NOT** grant SCHOOL NAME permission to publish

 (parent/guardian’s name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interactive ePortfolio on the internet as described previously.

(student’s full name)