Dear Parent/Guardian, August 2020

This year, we will be using an online tool called *FreshGrade* ([www.freshgrade.com](http://www.freshgrade.com)) to create personalized digital portfolios*.* Through photo images, video and audio clips, we will be able to capture your child’s learning and upload this to their portfolio for you to view. Eventually, you may be invited by e-mail to join the system which will provide you with real-time opportunities to view and comment on your child’s progress across many areas of the curriculum.

For your information, all data within *FreshGrade* resides on servers located within Canada and is password protected with access restricted only to those authorized (<https://www.freshgrade.com/privacy-policy/>)

Personal information to be entered in the *FreshGrade* system will include:

* Your child’s name, grade and school
* Your e-mail address (if/when the teacher enters it)
* Some of your child’s work, including photos, video and/or audio
* Comments about your child’s work as entered by the teacher and/or the student
* Comments about your child’s work entered by the parent(s) -- optional

There are occasions where evidence of learning will include partner, small and large group work. This work may be relevant to your child’s portfolio and your child’s teacher may choose to document this through photographs and video.  **Do not reproduce or share any images from your child’s portfolio that include other children without the consent of their parents.** (Students age 16 and over may provide their own consent.)

Your child’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To ensure accuracy, please provide the email address(es) you want to use to access FreshGrade.

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You will be provided with instructions on how to access your child’s portfolio. If you have any questions or concerns regarding the use of FreshGrade, please email yukonportfolios@yesnet.yk.ca.