



MERIDIAN PRIMARY SCHOOL

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Through Principal

Dear P1 Parents and Guardians,

MOE's Centrally Provisioned Digital Tools

1. The Ministry of Education (MOE) will be providing your child/ward with the use of Centrally Managed Digital Tools ("Digital Tools"), to further support your child's/ward's learning experience and educational journey. These Digital Tools are Student iCON (Google Workplace), Microsoft Pro Plus (Office tools such as Word, Excel, PowerPoint) and Zoom. These Digital Tools complement teaching and learning for your child/ward by providing the tools for collaboration, productivity and communication. The school will roll out the following Digital Tools:

- (a) **Student iCON:** Every student will be eligible for an individualised email account. This is a managed service leveraging Google mail as part of the Google Workplace. This Student iCON email will be used throughout your child's/ward's general education school life (i.e., until the end of secondary school/JC).
- (b) **Microsoft Pro Plus:** Every student will have free access to Microsoft Office tools such as Microsoft Word, PowerPoint and Excel, which shall be usable on up to 5 devices (including his/her Personal Learning Device) at any one point in time.
- (c) **Zoom:** Every student will be eligible for a free Zoom account for the students' video conferencing needs. Students will log in to the Zoom account using their Student iCON. As the meeting host, students have a 40-min time limit per meeting ¹.

2. Your child's/ward's personal data such as his/her name, and class will be required to set up the user accounts. This data will also be used for the purposes of authenticating and verifying user identity, troubleshooting and facilitating system improvements.

3. In addition, the commercial providers of these Digital Tools (i.e., Google, Microsoft and Zoom) will collect and use data generated by your child's/ward's use of these applications for the purpose of providing the required services and ensuring the tools function accordingly. The collection, use and disclosure of such data are governed by the commercial provider's terms of use, which can be found in the following links:

- Student iCON: https://workspace.google.com/terms/education_terms.html
- Microsoft Pro Plus: <https://portal.office.com/commerce/mosa.aspx>
- Zoom: <https://explore.zoom.us/en/privacy/>

¹ For online live lessons, teachers are the hosts of the meeting which would not be restricted by the time limit.

4. We seek your consent for your child/ward to access and use these Digital Tools. In giving your consent, you agree that:

- (a) MOE may use and disclose my child's/ward's personal data (e.g. his/her full name, school, class, and Student iCON ID) and usage data to the respective Digital Tool providers (i.e. Google, Microsoft, and Zoom) for the purposes of setting up user accounts, authenticating and verifying user identity, troubleshooting, facilitating system improvements, and ensuring responsible cyber behaviour, and
- (b) the respective Digital Tool provider (i.e. Google, Microsoft and Zoom) may collect, use, process and disclose my child's/ward's personal data in accordance with their respective terms of service.

5. Please submit your response through Parents Gateway by XXXXX (insert date). If you do not wish for your child/ward to access and use these Digital Tools, the school will arrange for your child/ward to use existing or alternative Digital Tools such as Student Learning Space, Windows Calculator, Notepad, instead.

6. For further enquiries, please contact me at lee_huan_leng@moe.edu.sg or call Tel: 6583 2125 Ext. 159 during office hours.

Thank you and we look forward to partnering you in our students' digital literacy journey.

Huan Leng

Mr Lee Huan Leng
Head of Department
Information and Communications Technology

Supplementary Information on MOE's Centrally Provisioned Digital Tools

1 What are the Centrally Provisioned Digital Tools covered under this parental consent form?

The consent sought specifically covers the use of Student iCON (Google Workplace), Microsoft Pro Plus (Office tools such as Word, Excel, PowerPoint) and Zoom.

2 Can parents/guardians alter their decision after submitting the consent form?

Yes. Parents/Guardians who previously submitted the consent form can approach the school to alter their decision.

3 What personal data will MOE disclose to the respective service providers of the Digital Tools?

The following data will be disclosed to the respective service providers of the Digital Tools for the purposes of setting up and troubleshooting of your child's/ward's user account.

- Name of child/ward
- Child's/Ward's Class
- Name of the Child's/Ward's School
- Child's/Ward's Student iCON Email Address

4 Where will the personal data collected be stored?

All personal data will be stored in secure servers managed by the respective service providers of the Digital Tools. The Government has put in place strong personal data protection laws and policies to safeguard sensitive data collected by public agencies such as MOE. Please refer to this website for more information on these laws and policies:

<https://www.smartnation.gov.sg/why-Smart-Nation/secure-smart-nation/personal-data-protection>

5 Who can access the data managed by the respective service providers of the Digital Tools?

The data managed by the respective service providers of the Digital Tools can be accessed by appointed administrators with proper access control from the respective service providers who own and operate the respective Digital Tools. This means that Google, Microsoft, and Zoom will have access to the data in accordance with their terms of service for the purpose of providing the required services and ensuring the tools function accordingly. In addition, MOE can also access the data for the purposes of troubleshooting any problems encountered with the Digital Tools and facilitating Digital Tool improvements.

6 If I select 'no', what are the existing or alternate Digital Tools my child/ward will use?

The school will use existing Digital Tools such as Student Learning Space (SLS) or standalone systems like Notepad and Calculator.

