



28 December 2021

CTP/2021/P/VP/064

Dear P1 Parents / Guardians,

Consent to use MOE's Centrally Provisioned Digital Tools

The Ministry of Education is equipping our students with Centrally Provisioned Digital tools ("Digital Tools") to further support their learning experience and educational journey. These Digital Tools complement teaching and learning for your child/ward, enabling 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_japan.html
- Microsoft Pro Plus: <https://portal.office.com/commerce/mosa.aspx>
- Zoom: <https://zoom.us/docs/en-us/schools-privacy-statement.html>

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 7 January 2022. 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 Clementi Primary School @ 67797449 or admin_clementi_ps@moe.edu.sg.

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

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Vimalenthiran Vijayasingam', with a horizontal line underneath.

Mr Vimalenthiran Vijayasingam
Principal