

Reference No. MOECFSLTP2022_0079
21 July 2022

MOE'S CENTRALISED 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) **Google workspace:** This is a managed service leveraging Google mail as part of the Google Workplace. The Google workspace 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:

- Google workspace: 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>

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

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



School
Distinction
Award



Student
All-Round
Development



Teaching
& Learning



Staff
Well-Being



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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 the hardcopy attached by 27 July 2022 (Wednesday). 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 your Form Teacher.

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

Yours sincerely



Mdm Foo Mui Chuw
Principal

School
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Student
All-Round
Development



Teaching
& Learning



Staff
Well-Being

Dear Parent/Guardian,

Consent to use MOE's Centrally Provisioned Digital Tools

The Ministry of Education 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 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.

Please tick the following and submit the form to the Form Teacher no later than 27 July 2022 (Wednesday):

- ☐ **Yes**, I have read the school's letter dated 21 July 2022 and I understand and agree to my child's/ward's use of the Digital Tools.
- ☐ **No**, I do not agree for my child/ward to access the Digital Tools.

Please contact the Form Teacher if you have any concerns on the above.

Thank you.

Name of Student*:	
Class:	
Name of Parent/Guardian*:	
Signature of Parent/Guardian*:	
Date:	

* Please delete as appropriate.



