



MERIDIAN PRIMARY SCHOOL

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Our Ref: MPS/SM/2022/ 004

11 January 2022

Through Principal *Wiz*

Dear P2 to P6 Parents and Guardians,

Use of ICT for Learning

Consent to use MOE's Centrally Provisioned Digital Tools

1. 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 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. Please refer to the Annex A for more details.
2. Please indicate your consent for your child's/ward's use of these Digital Tools by 14 Jan 2022.

Cyber Wellness

3. While we harness technology to deepen learning, we also encourage our students to develop and maintain good Cyber Wellness (CW) habits. To complement CW lessons in schools, parents could seek to stay in touch with what is happening in our children's cyber world and understand their motivations for their interests and activities in the cyber space.
4. To support you in helping your child/ward on the appropriate use of the internet, you may refer to the tips below to help you reinforce CW education at home. We hope to partner you as we nurture your child/ward to be a responsible digital learner.



Cyber Wellness Resources in the School's Website
(<https://go.gov.sg/mpscw>)

5. Should you have any queries on ICT matters, please email me at lee_huan_leng@moe.edu.sg or call Tel: 6583 2125 Ext. 159 during office hours.
6. We look forward to your continued support in your child's/ward's education.

Thank you.

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.

Class Index Number	
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Consent to Use MOE's Centralised Provisioned Digital Tools

Dear Form Teacher

I have noted the school's letter on the above (Ref: MPS/SM/2022/ dated 11 Jan 2022). Please see my consent / non-consent as indicated below:

Yes, I have read the school's letter dated 11 Jan 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 use the Digital Tools.

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