

Dear parents, guardians and/or students,

We are writing you to share with you a few important points regarding the use of digital tools by students. In particular, we will be using the “**Moodle**” platform as an on-line meeting place for teachers and students. Study materials and class assignments may be provided for students by their teachers on Moodle. Depending on the class, assignments can be done at home, as group or individual assignments. In some cases, a substitute lesson may be provided using Moodle. Moodle also allows teachers to cooperate with other schools and enables them to work together on different subjects.

As you read through this letter, please remember that all study platforms are subject to data privacy protection regulations. These regulations require your permission allowing your child to register for the password protected platform *lms.bildung-rp.de*.

Storage of Personal Data

Generally, personal data can only be stored if the student, respectively the minor up to the age of 14 with the permission of his or her guardian, gives his/her approval. The name of the pupil, school, class and email address must be available for the purpose of working on a platform. This demographic information is considered as personal data. Additionally, data such as the date of registration, evaluation of the student’s achievements by teachers, first and last login will also be registered. If required, your school host will be glad to give you further information on this subject.

The Usage of Data

The student’s data will only be used by the teachers of the schools and solely for the courses on the Moodle platform.

This data is strictly protected under the password protocols of Moodle and cannot be accessed by unauthorized viewers. This data will not be passed on to unauthorized third parties.

Student’s Contributions

While working on online coursework, additional information such as contributions in chat forums and/or course work will be saved on the online platform. The data will be saved as long as the student is registered on the platform. This is essential since the student’s contributions could hold results, important for the lecture and other participants of the course. This data will be automatically erased after the course is completed.

Mandatory Period for the Deletion of Data

With the registration and usage of the learning platform Moodle, students and their guardians agree to the terms outlined in this letter, including the use of data acquisition for internal purposes.

This agreement can be cancelled by the students/guardians at any given time through a short statement written to your school host. With a revocation, all data on *lms.bildung-rp.de* will be deleted immediately. The personal data will be automatically deleted with the discharge of the students from the school.

A written consent is needed for the usage of the platform *lms.bildung-rp.de*.

- Students under the age of 14 need a signed consent from their guardians.
- A consent for students between the ages of 14 and 17 is needed by the students and their guardians.
- Students older than 18 can give their own consent.
- Please note that a valid email address is needed for a registration.

We ask you to hand in the enclosed statement by: _____.

With best regards,

Permission for the usage of the study platform lms.bildung-rp.de

Date: _____

Student: _____ Class: _____

I hereby agree that my personal data may be used within the usage of the study platform *lms.bildung-rp.de* until revoked by the student and/or the guardian(s). Otherwise, by the end of the student's course.

For students older than 18:

(Signature of the student)

For students between the ages of 14 to 17:

(Signature of the student)

(Signature of the guardian)

For students under the age of 14:

(Signature of the guardian)

Additionally, for students under the age of 14: We agree to the following term: In case a student does not have an email address, we permit his/her teacher to help the student open an account at an email service such as web.de or gmx.de during class.

(Signature of the guardian)