

Use of Student data: Information Letter

Dear Parent/Guardian,

My name is I am a pre-service teacher enrolled in an initial teacher education course at the University of Tasmania. I plan to be working with your child during my Professional Experience placement. Duty of care for your child is maintained by my supervising teacher(s) throughout the placement.

As part of the expectations of my studies and the placement, I would like to use data about your child to inform my teaching practice and to promote your child's learning. This data would include notes from observations of your child, information about your child's learning and achievement managed by the school, and samples of your child's work.

The collected data will be used only for the purposes of my practice on the placement and my studies with the University of Tasmania. Any assignments that draw on this data will be de-identified, so that no one would be able to tell that any of the data relates to your child. Your child will remain anonymous and their confidentiality will be maintained.

If you have any other questions, I am more than happy to discuss this request with you. Alternatively, you could contact Dr Christopher Rayner (Academic Director, Professional Experience) who will be able to provide you with any additional information. The school's principal would also be happy to explain how the school manages student data ethically and confidentially.

If you **would not** like data about your child to be used in relation to my work as a pre-service teacher, please complete the attached 'opt-out' form and return it to the school as soon as possible. We will respect this decision and won't require an explanation.

Thank you for reading this letter!

Kind regards,

Name of Pre-service Teacher..... Signature.....

Name of Supervising Teacher..... Signature.....

Use of Student Data 'Opt-out' Form

I do not give permission for observations, relevant documentation, or samples of my child's work to be used by in her/his Professional Experience placement as part of their studies with the University of Tasmania.

Signed (Parent/Guardian) Date.....

Child's name