

March 2023

Hello Potential Education Partner,

In order for us to understand more about the resource you are offering, we request that you fill out the following information. All areas in the buff color will need a response from you. It helps us make an informed decision about your product and its integration into our system here at the Hudson School District before purchase.

We respect your time and also the confidentiality of the information you are providing. It will not be shared with sources outside our school district. It is for internal use only.

If you have any questions about this document please contact the Instructional Technology Services at 715.377.3709 so that we may clarify for you more about what we are seeking to understand.

Many thanks for your timely completion of this document,

Cally Ahlin (she/her/hers)  
District Technician  
Hudson School District  
ahlinally@hudsonraiders.org  
715-377-3709 ext. 8078

<b>Internal Information</b>	
Department Liaison: <ul style="list-style-type: none"><li>Name, email address and phone number</li></ul>	Cally Ahlin ahlinally@hudsonraiders.org 715-377-3709 ext. 8078
Desired Completion Date:	3/17/2023

<b>Section A: Vendor Contact Information</b>	
Title of Software requested:	<b>Conover Online</b>
Vendor Sales Representative: <ul style="list-style-type: none"><li>Name, email address and phone number</li></ul>	Terry Schmitz, <a href="mailto:tschmitz@conovercompany.com">tschmitz@conovercompany.com</a> 9207506990 x7850, 9202791076 cell
Technical Contact: <ul style="list-style-type: none"><li>Name, email address and phone number</li></ul>	Chris Volkman, <a href="mailto:cvolkman@conovercompany.com">cvolkman@conovercompany.com</a> , 9207506990 x7854
Security Contact/Privacy Officer: <ul style="list-style-type: none"><li>Name, email address and phone number</li></ul>	Chris Volkman, <a href="mailto:cvolkman@conovercompany.com">cvolkman@conovercompany.com</a> , 9207506990 x7854
Legal Contact: <ul style="list-style-type: none"><li>Name, email address and phone number</li></ul>	Terry Schmitz, <a href="mailto:tschmitz@conovercompany.com">tschmitz@conovercompany.com</a> 9207506990 x7850, 9202791076 cell

## Section B: Technical Requirements for Data Privacy and Security

Have you signed the "Student Privacy Pledge" created by the Future of Privacy Forum (FPF) and the Software and Information Industry Association (SIIA)?

Have you signed a Wisconsin Student Data Privacy Alliance (SDPA) Exhibit E with any Wisconsin school districts?

	Yesx	No
Privacy Pledge Signed	X	
Wisconsin SDPA Exhibit E		X
If Yes, with which school district do you have an Exhibit E?		

Are user accounts required?

	Yes	No
Students	X	
Teacher/Staff	X	

How does data get imported into this system?

- File upload – if so, how do you get the file? How often is the data updated? Is automated upload and processing supported?
- API/Web Services
- 3rd Party Data Broker
- Other

Please link to your Data Integration Specifications

**We support CSV file upload for batch import. We also support Google Classroom import. We are currently working on integrating with LTI.**

How do users authenticate?

Use this area to further explain the authentication process if needed

- LDAP
- SAML 2.0
- oAuth
- Local passwords
- N/A

We also support Google SSO and Clever SSO

	Yes	No
LDAP		X
SAML 2.0	X	
oAuth	X	
Local passwords	X	
N/A		

Are you compliant with the following interoperability standards?

- LTI
- OneRoster
- SIF

We are currently working on integrating LTI into our system.

	Yes	No
LTI		X
OneRoster		X
SIF		X

Do you conduct regular security audits using independent auditors?

- SOC 2 TYPE II
- ISO 27001
- CSA STAR

	Yes	No
Audits		X
If yes, what		

<ul style="list-style-type: none"> <li>iKeepSafe</li> </ul>	<table border="1"> <tr> <td data-bbox="1003 107 1214 163">type?</td> <td data-bbox="1214 107 1518 163"></td> </tr> </table>	type?					
type?							
Do you have cyber insurance?	<table border="1"> <tr> <td data-bbox="1003 323 1214 380"></td> <td data-bbox="1214 323 1295 380">Yes</td> <td data-bbox="1295 323 1518 380">No</td> </tr> <tr> <td data-bbox="1003 380 1214 436">Cyber insurance</td> <td data-bbox="1214 380 1295 436">x</td> <td data-bbox="1295 380 1518 436"></td> </tr> </table>		Yes	No	Cyber insurance	x	
	Yes	No					
Cyber insurance	x						
Do you use private servers for each school district, or is data co-mingled?	<table border="1"> <tr> <td data-bbox="1003 480 1214 537"></td> <td data-bbox="1214 480 1295 537">Yes</td> <td data-bbox="1295 480 1518 537">No</td> </tr> <tr> <td data-bbox="1003 537 1214 648">Separate servers for each school district.</td> <td data-bbox="1214 537 1295 648"></td> <td data-bbox="1295 537 1518 648">X</td> </tr> </table>		Yes	No	Separate servers for each school district.		X
	Yes	No					
Separate servers for each school district.		X					
Where is live solution hosted? Where is data hosted? Where is data accessible from?	Our Databases and Applications are all hosted in the US within the AWS Platform. They are hosted in the US-EAST region which is located in Virginia. More information can be found here: <a href="https://www.conovercompany.com/legal/subprocessors-list/">https://www.conovercompany.com/legal/subprocessors-list/</a>						

<b>Section C: Legal Requirements for Student Data Privacy and Security</b>	
Does the software require student Personally Identifiable Information (PII)? If the software does not require individual account information or logins, mark NA and continue to Section D.	We only require name and email address.
Are there Terms of Use included in the Agreement? <ul style="list-style-type: none"> <li>Does the Agreement permit the vendor to amend the Terms of Use during the term of the Agreement?</li> <li>Does the Terms of Use cover Student Confidentiality and Privacy (FERPA, Wis. Stat. § 118.125, COPPA)?</li> </ul>	<a href="https://www.conovercompany.com/legal/terms/">https://www.conovercompany.com/legal/terms/</a>  <a href="https://www.conovercompany.com/legal/privacy/">https://www.conovercompany.com/legal/privacy/</a>
Do you have a published decommissioning procedure that is followed when no longer working with a school district? Please add a link. <ul style="list-style-type: none"> <li>How will data be returned to our school district? (FTP server, flash drive, etc.)</li> <li>How long after the termination of services is in effect will we have access to your servers to retrieve data?</li> <li>Do you retain copies of the data for any purpose? If so, what purpose?</li> </ul>	We do not have a public link. You are in control of your data. You can export the student reports at any time and can delete student accounts (and associated data) and any time. You can also reach out and we can fully delete your account at any time. We can also keep it open so you can access your data after termination of services.

<p>Do you have any recent security incidents or breaches? Was student data compromised (availability, integrity, or confidentiality)?</p>	<table border="1"> <tr> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Recent cybersecurity incident</td> <td></td> <td>X</td> </tr> <tr> <td>Student data compromise</td> <td></td> <td>X</td> </tr> </table>		Yes	No	Recent cybersecurity incident		X	Student data compromise		X
	Yes	No								
Recent cybersecurity incident		X								
Student data compromise		X								
<p>Who has access to the data on the Vendor side?  <ul style="list-style-type: none"> <li>List any third parties the company works with to run the software.</li> </ul> <b>(It is our expectation that your data security privacy standards are the same or more stringent for your third party as they are for your company)</b></p>	<p>Only company employees have access to the data.</p>									
<p>In order to appropriately test and consider your product, we will need to have a signed District FERPA agreement. Do you have a signed District FERPA data sharing / non-disclosure agreement on file with us?  <ul style="list-style-type: none"> <li>Note progress</li> </ul></p>	<table border="1"> <tr> <td></td> <td>Yes</td> <td>No</td> <td>In Progress</td> </tr> <tr> <td>Signed</td> <td></td> <td>X</td> <td></td> </tr> </table>		Yes	No	In Progress	Signed		X		
	Yes	No	In Progress							
Signed		X								
<p>Do you use the data, in particular pupil records, for product/service development?</p>	<table border="1"> <tr> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Uses data for product/service development</td> <td></td> <td>X</td> </tr> </table>		Yes	No	Uses data for product/service development		X			
	Yes	No								
Uses data for product/service development		X								
<p>Does direct marketing take place to end users?</p>	<table border="1"> <tr> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Direct marketing to end users</td> <td></td> <td>X</td> </tr> </table>		Yes	No	Direct marketing to end users		X			
	Yes	No								
Direct marketing to end users		X								

### Section D: Hardware Specifications

<p>Does this application or web resource work on the following devices?</p> <ul style="list-style-type: none"> <li>iPads</li> <li>Desktop computers</li> <li>Windows laptops</li> <li>Mac laptops</li> <li>Chromebooks</li> <li>Android devices</li> <li>Interactive Displays</li> </ul>	<table border="1"> <tr> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>iOS</td> <td>X</td> <td></td> </tr> <tr> <td>Windows OS</td> <td>X</td> <td></td> </tr> <tr> <td>Mac OSX</td> <td>X</td> <td></td> </tr> <tr> <td>Chrome OS</td> <td>X</td> <td></td> </tr> <tr> <td>Android OS</td> <td>X</td> <td></td> </tr> <tr> <td>Interactive Displays</td> <td>?</td> <td></td> </tr> <tr> <td>Other: _____</td> <td></td> <td></td> </tr> </table>		Yes	No	iOS	X		Windows OS	X		Mac OSX	X		Chrome OS	X		Android OS	X		Interactive Displays	?		Other: _____		
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Mac OSX	X																								
Chrome OS	X																								
Android OS	X																								
Interactive Displays	?																								
Other: _____																									

<p>What Browsers and versions are supported (if applicable)?</p> <p>Our system works on any major browser that supports HTML5. We do not support Internet Explorer.</p>	<table border="1"> <thead> <tr> <th>List Versions</th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Chrome v. 49+</td> <td>X</td> <td></td> </tr> <tr> <td>Internet Explorer v. 11+</td> <td>X</td> <td></td> </tr> <tr> <td>Safari v. 9+</td> <td>X</td> <td></td> </tr> <tr> <td>Firefox v. 48+</td> <td>X</td> <td></td> </tr> <tr> <td>Other: Microsoft Edge</td> <td>X</td> <td></td> </tr> </tbody> </table>	List Versions	Yes	No	Chrome v. 49+	X		Internet Explorer v. 11+	X		Safari v. 9+	X		Firefox v. 48+	X		Other: Microsoft Edge	X	
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Safari v. 9+	X																		
Firefox v. 48+	X																		
Other: Microsoft Edge	X																		
<p>Do client machines require any special installations or features to be enabled (e.g. Flash, Java, application software, cookies, etc.)? If yes, what is the timeline to migrate the product to a hosted solution?</p>	<p>No. Only requirement is a modern browser.</p>																		
<p>What does your current specifications sheet look like? Please provide a link.</p>	<p>We do not have a spec sheet since our only requirement is an internet connection and modern browser.</p>																		
<p>Is your product Americans with Disabilities Act compliant?</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ADA Compliant</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ADA Compliant	X													
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ADA Compliant	X																		
<p>If applicable, is your resource available in Spanish or does it have a built in translation tool?</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Available in Spanish?</td> <td></td> <td>X</td> </tr> <tr> <td>Built in Translator</td> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No	Available in Spanish?		X	Built in Translator		X									
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Built in Translator		X																	
<p>If applicable, does your resource have built in text to speech or a digital version of the text that works with screen readers?</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Text to Speech</td> <td>X</td> <td></td> </tr> <tr> <td>Digital Text</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	Text to Speech	X		Digital Text	X										
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Text to Speech	X																		
Digital Text	X																		
<p>If this is a website, is it responsive?</p>	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Responsive</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	Responsive	X													
	Yes	No																	
Responsive	X																		

Are there any other technical or legal aspects that we should know about your product?

Please provide additional information below:



WISCONSIN STUDENT DATA PRIVACY AGREEMENT

School District/Local Education Agency:

Hudson School District

AND

Provider:

The Conover Company

Date:

March 8, 2023

This Wisconsin Student Data Privacy Agreement (“DPA”) is entered into by and between the School District of Hudson (hereinafter referred to as “LEA”) and The Conover Company (hereinafter referred to as “Provider”) on January 3, 2023. The Parties agree to the terms as stated herein.

## RECITALS

**WHEREAS**, the Provider has agreed to provide the Local Education Agency (“LEA”) with certain digital educational services (“Services”) pursuant to a contract dated March 9, 2023 (“Service Agreement”).

**WHEREAS**, in order to provide the Services described in the Service Agreement, the Provider may receive or create, and the LEA may provide documents or data that are covered by several federal statutes, among them, the Family Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. 1232g and 34 CFR Part 99, Children’s Online Privacy Protection Act (“COPPA”), 15 U.S.C. 6501-6506; Protection of Pupil Rights Amendment (“PPRA”) 20 U.S.C. 1232h; and

**WHEREAS**, the documents and data transferred from LEAs and created by the Provider’s Services are also subject to Wisconsin state student privacy laws, including pupil records law under Wis. Stat. § 118.125 and notice requirements for the unauthorized acquisition of personal information under Wis. Stat. § 134.98; and

**WHEREAS**, for the purposes of this DPA, Provider is a school district official with legitimate educational interests in accessing educational records pursuant to the Service Agreement; and

**WHEREAS**, the Parties wish to enter into this DPA to ensure that the Service Agreement conforms to the requirements of the privacy laws referred to above and to establish implementing procedures and duties; and

**WHEREAS**, the Provider may, by signing the “General Offer of Privacy Terms” (Exhibit “E”), agree to allow other LEAs in Wisconsin the opportunity to accept and enjoy the benefits of this DPA for the Services described herein, without the need to negotiate terms in a separate DPA.

**NOW THEREFORE**, for good and valuable consideration, the parties agree as follows:

## ARTICLE I: PURPOSE AND SCOPE

**1. Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect student data transmitted to Provider from LEA pursuant to the Service Agreement, including compliance with all applicable statutes, including the FERPA, PPRA, COPPA, and applicable Wisconsin law, all as may be amended from time to time. In performing these services, the Provider shall be considered a School District Official with a legitimate educational interest, and performing services otherwise provided by the LEA. With respect to the use and maintenance of Student Data, Provider shall be under the direct control and supervision of the LEA.



2. **Nature of Services Provided.** The Provider has agreed to provide the following digital educational products and services described below and as may be further outlined in Exhibit "A" hereto:

Online assessment and skill building programs known collectively as Conover Online®

3. **Student Data to Be Provided.** The Parties shall indicate the categories of student data to be provided in the Schedule of Data, attached hereto as Exhibit "B".

We only collect user name and email address. No other personal information is required.

4. **DPA Definitions.** The definition of terms used in this DPA is found in Exhibit "C". In the event of a conflict, definitions used in this DPA shall prevail over term used in the Service Agreement.

## ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA.** All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this Agreement in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School District Official, under the control and direction of the LEAs as it pertains to the use of Student Data notwithstanding the above. Provider may transfer pupil-generated content to a separate account, according to the procedures set forth below.

2. **Parent Access.** LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Student Data in the pupil's records, correct erroneous information, and procedures for the transfer of pupil-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a timely manner (and no later than 30 days from the date of the request) to the LEA's request for Student Data in a pupil's records held by the Provider to view or correct as necessary. In the event that a parent of a pupil or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.

3. **Separate Account.** If pupil generated content is stored or maintained by the Provider as part of the Services described in Exhibit "A", Provider shall, at the request of the LEA, transfer said pupil generated content to a separate student account upon termination of the Service Agreement; provided, however, such transfer shall only apply to pupil generated content that is severable from the Service.

4. **Third Party Request.** Should a Third Party, including law enforcement and government entities, contact Provider with a request for data held by the Provider pursuant to the Services, the Provider shall redirect the Third Party to request the data directly from the LEA. Provider shall notify the LEA as soon as possible in advance of a compelled disclosure to a Third Party.

5. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in manner consistent with the terms of this DPA, as well as state and federal law.

### ARTICLE III: DUTIES OF LEA

1. **Privacy Compliance.** LEA shall provide data for the purposes of the Service Agreement in compliance with FERPA, COPPA, PPRA, and applicable Wisconsin law.

2. **Annual Notification of Rights.** The LEA shall include a specification of criteria under FERPA for determining who constitutes a school official and what constitutes a legitimate educational interest in its Annual notification of rights.

3. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted data.

4. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known or suspected unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

### ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable state and federal laws and regulations pertaining to data privacy and security, including FERPA, COPPA, PPRA, and applicable Wisconsin law.

2. **Authorized Use.** The data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services stated in the Service Agreement and/or otherwise authorized under the statutes referred to in subsection (1), above. Provider also acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, meta data, user content or other non-public information and/or personally identifiable information contained in the Student Data, without the express written consent of the LEA.

3. **Employee Obligation.** Provider shall require all employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the data shared under the Service Agreement.

4. **No Disclosure.** Provider shall not copy, reproduce or transmit any data obtained under the Service Agreement and/or any portion thereof, except as necessary to fulfill the Service Agreement.

**5. Disposition of Data.** Upon written request and in accordance with the applicable terms in subsection a or b, below, Provider shall dispose or delete all Student Data obtained under the Service Agreement when it is no longer needed for the purpose for which it was obtained. Disposition shall include (1) the shredding of any hard copies of any student data; (2) erasing; or (3) otherwise modifying the personal information in those records to make it unreadable or indecipherable by human or digital means. Nothing in the Service Agreement authorizes Provider to maintain Student Data obtained under the Service Agreement beyond the time period reasonably needed to complete the disposition. Provider shall provide written notification to LEA when the Student Data has been disposed. The duty to dispose of Student Data shall not extend to data that has been de-identified or placed in a separate Student account, pursuant to the other terms of the DPA. The LEA may employ a “Request for Return or Deletion of Student Data” form, a copy of which is attached hereto as Exhibit “D”. Upon receipt of a request from the LEA, the Provider will immediately provide the LEA with any specified portion of the Student Data within ten (10) calendar days of receipt of said request.

**a. Partial Disposal During Term of Service Agreement.** Throughout the Term of the Service Agreement, LEA may request partial disposal of Student Data obtained under the Service Agreement that is no longer needed. Partial disposal of data shall be subject to LEA’s request to transfer data to a separate account, pursuant to Article II, section 3, above.

**b. Complete Disposal Upon Termination of Service Agreement.** Upon Termination of the Service Agreement Provider shall dispose or delete all Student Data obtained under the Service Agreement. Prior to disposition of the data, Provider shall notify LEA in writing of its option to transfer data to a separate account, pursuant to Article II, section 3, above. In no event shall Provider dispose of data pursuant to this provision unless and until Provider has received affirmative written confirmation from LEA that data will not be transferred to a separate account.

**6. Advertising Prohibition.** Provider is prohibited from using or selling Student Data to (a) market or advertise to students or families/guardians; (b) inform, influence, or enable marketing, advertising, or other commercial efforts by a Provider; (c) develop a profile of a student, family member/guardian or group, for any commercial purpose other than providing the Service to LEA; or (d) use the Student Data for the development of commercial products or services, other than as necessary to provide the Service to LEA. This section does not prohibit Provider from using Student Data for adaptive learning or customized student learning purposes.

## ARTICLE V: DATA PROVISIONS

**1. Data Security.** The Provider agrees to abide by and maintain adequate data security measures, consistent with industry standards and technology best practices, to protect Student Data from unauthorized disclosure or acquisition by an unauthorized person. The general security duties of Provider are set forth below. Provider may further detail its security programs and measures in Exhibit “F” hereto. These measures shall include, but are not limited to:

**a. Passwords and Employee Access.** Provider shall secure usernames, passwords, and any

other means of gaining access to the Services or to Student Data, at a level suggested by the applicable standards, as set forth in Article 4.3 of NIST 800-63-3. Provider shall only provide access to Student Data to employees or contractors that are performing the Services. Employees with access to Student Data shall have signed confidentiality agreements regarding said Student Data. All employees with access to Student Records shall be subject to criminal background checks in compliance with state and local ordinances.

- b. Destruction of Data.** Provider shall destroy or delete all Student Data obtained under the Service Agreement when it is no longer needed for the purpose for which it was obtained, or transfer said data to LEA or LEA's designee, according to the procedure identified in Article IV, section 5, above. Nothing in the Service Agreement authorizes Provider to maintain Student Data beyond the time period reasonably needed to complete the disposition.
- c. Security Protocols.** Both parties agree to maintain security protocols that meet industry standards in the transfer or transmission of any data, including ensuring that data may only be viewed or accessed by parties legally allowed to do so. Provider shall maintain all data obtained or generated pursuant to the Service Agreement in a secure digital environment and not copy, reproduce, or transmit data obtained pursuant to the Service Agreement, except as necessary to fulfill the purpose of data requests by LEA.
- d. Employee Training.** The Provider shall provide periodic security training to those of its employees who operate or have access to the system. Further, Provider shall provide LEA with contact information of an employee who LEA may contact if there are any security concerns or questions.
- e. Security Technology.** When the service is accessed using a supported web browser, Provider shall employ industry standard measures to protect data from unauthorized access. The service security measures shall include server authentication and data encryption. Provider shall host data pursuant to the Service Agreement in an environment using a firewall that is updated according to industry standards.
- f. Security Coordinator.** If different from the designated representative identified in Article VII, section 5, Provider shall provide the name and contact information of Provider's Security Coordinator for the Student Data received pursuant to the Service Agreement.
- g. Subprocessors Bound.** Provider shall enter into written agreements whereby Subprocessors agree to secure and protect Student Data in a manner consistent with the terms of this Article V. Provider shall periodically conduct or review compliance monitoring and assessments of Subprocessors to determine their compliance with this Article.
- h. Periodic Risk Assessment.** Provider further acknowledges and agrees to conduct digital and physical periodic (no less than semi-annual) risk assessments and remediate any

identified security and privacy vulnerabilities in a timely manner.

**2. Data Breach.** In the event that Student Data is accessed or obtained by an unauthorized individual, Provider shall provide notification to LEA within a reasonable amount of time of the incident, and not exceeding seventy-two (72) hours. Provider shall follow the following process:

- a. The security breach notification shall be written in plain language, shall be titled "Notice of Data Breach," and shall present the information described herein under the following headings: "What Happened," "What Information Was Involved," "What We Are Doing," "What You Can Do," and "For More Information." Additional information may be provided as a supplement to the notice.
- b. The security breach notification described above in section 2(a) shall include, at a minimum, the following information:
  - i. The name and contact information of the reporting LEA subject to this section.
  - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
  - iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
  - iv. Whether the notification was delayed because of a law enforcement investigation, if that information is possible to determine at the time the notice is provided.
  - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
- c. At LEA's discretion, the security breach notification may also include any of the following:
  - i. Information about what the agency has done to protect individuals whose information has been breached.
  - ii. Advice on steps that the person whose information has been breached may take to protect himself or herself.
- d. Provider agrees to adhere to all requirements in applicable state and federal law with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
- e. Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with a copy of said written incident response plan.

f. Provider is prohibited from directly contacting parent, legal guardian or eligible pupil unless expressly requested by LEA. If LEA requests Provider's assistance providing notice of unauthorized access, and such assistance is not unduly burdensome to Provider, Provider shall notify the affected parent, legal guardian or eligible pupil of the unauthorized access, which shall include the information listed in subsections (b) and (c), above. If requested by LEA, Provider shall reimburse LEA for costs incurred to notify parents/families of a breach not originating from LEA's use of the Service.

g. In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

## ARTICLE VI- GENERAL OFFER OF PRIVACY TERMS

Provider may, by signing the attached Form of General Offer of Privacy Terms (General Offer, attached hereto as Exhibit "E"), be bound by the terms of this DPA to any other LEA who signs the acceptance on in said Exhibit. The Form is limited by the terms and conditions described therein.

## ARTICLE VII: MISCELLANEOUS

1. **Term.** The Provider shall be bound by this DPA for the duration of the Service Agreement or so long as the Provider maintains any Student Data.

2. **Termination.** In the event that either party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated. LEA shall have the right to terminate the DPA and Service Agreement in the event of a material breach of the terms of this DPA.

3. **Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall destroy all of LEA's data pursuant to Article V, section 1(b), and Article II, section 3, above.

4. **Priority of Agreements.** This DPA shall govern the treatment of student data in order to comply with privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the DPA and the Service Agreement, the DPA shall apply and take precedence. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.

5. **Notice.** All notices or other communication required or permitted to be given hereunder must be in writing and given by personal delivery, or e-mail transmission (if contact information is provided for the specific mode of delivery), or first-class mail, postage prepaid, sent to the designated representatives before:

### a. Designated Representatives

The designated representative for the LEA for this Agreement is:

Name: Jennifer Lotze

Title: Assistant Director of Teaching and Learning for Technology

Contact Information:

(715)377-3709

lotzej@hudsonraiders.org

The designated representative for the Provider for this Agreement is:

Name: Terry Schmitz \_\_\_\_\_

Title: CEO \_\_\_\_\_

Contact Information:

tschmitz@conovercompany.com \_\_\_\_\_

800-933-1933 x7850 \_\_\_\_\_

- b. **Notification of Acceptance of General Offer of Privacy Terms.** Upon execution of Exhibit "E", General Offer of Privacy Terms, Subscribing LEA shall provide notice of such acceptance in writing and given by personal delivery, or e-mail transmission (if contact information is provided for the specific mode of delivery), or first-class mail, postage prepaid, to the designated representative below.

The designated representative for notice of acceptance of the General Offer of Privacy Terms is:

Name: Jennifer Lotze \_\_\_\_\_

Title: Assistant Director of Teaching and Learning for Technology

Contact Information:

(715)377-3709

lotzej@hudsonraiders.org

**6. Entire Agreement.** This DPA constitutes the entire agreement of the parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both parties. Neither failure nor delay on the part of any party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.

**7. Severability.** Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly

drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.

**8. Governing Law; Venue and Jurisdiction.** THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF WISCONSIN, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY IN WHICH THIS AGREEMENT IS FORMED FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS SERVICE AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY.

**9. Authority.** Provider represents that it is authorized to bind to the terms of this Agreement, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof, or may own, lease or control equipment or facilities of any kind where the Student Data and portion thereof stored, maintained or used in any way. Provider agrees that any purchaser of the Provider shall also be bound to the Agreement.

**10. Waiver.** No delay or omission of the LEA to exercise any right hereunder shall be construed as a waiver of any such right and the LEA reserves the right to exercise any such right from time to time, as often as may be deemed expedient.

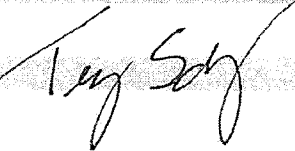
**11. Successors Bound.** This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business.

*[Signature Page Follows]*



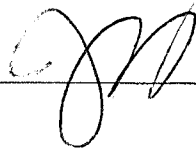
**IN WITNESS WHEREOF**, the parties have executed this Wisconsin Student Data Privacy Agreement as of the last day noted below.

Provider: Oakwood Solutions, LLC, dba Conover Company

BY:  Date: 3/9/2023

Printed Name: Terry Schmitz Title/Position: CEO

Local Education Agency:

BY:  Date: 5/16/23

Printed Name: Jennifer Lotze Title/Position: Asst. Director of Teaching and Learning for Tech

*Note: Electronic signature not permitted.*

**EXHIBIT "A"**

**DESCRIPTION OF SERVICES**

**[INSERT DETAILED DESCRIPTION OF PRODUCTS AND SERVICES HERE. IF MORE THAN ONE PRODUCT OR SERVICE IS INCLUDED, LIST EACH PRODUCT HERE]**

- MECA®
  - The Interest Indicator
  - Work Samples
  - Learning Assessment Programs\*
  - The Career Planner\*
  - Transition Planning System\* (TPS)
  
- Conover Workplace Readiness™
  - Job Readiness Series
  - Job Seeking Series
- Job Seeking Series
  
- Personal Responsibility—Achieving Academic and Career Goals
  
- Personal Responsibility—Achieving Financial Goals \*Available soon
  
- The Success Profiler\*
  - The Change Profile
  - The Leadership Profile
  - The Learning Profile
- The Violence
  
- Prevention Profile
  - The Sensitivity Profile
  - The Team Profile
  - The Emotional Intelligence Profile
  
- The Anger Management Program
- The Substance Abuse Prevention Program
- Conflict Resolution Through Winning Colors
- Winning Colors
- Personal Skills Map
- Maintaining Self-Control
  
  
- The Functional Skills System
  
- Conover Resources—Soft Skills
- Conover Resources—Life Skills

**EXHIBIT "B"**

**SCHEDULE OF DATA**

Category of Data	Elements	Check if used by your system	Category of Data	Elements	Check if used by your system
Application Technology Meta Data	IP Addresses of users, Use of cookies etc.			Gender	
	Other application technology meta data-Please specify:			Ethnicity or race	
Application Use Statistics	Meta data on user interaction with application			Language information (native, preferred or primary language spoken by student)	
				Other demographic information-Please specify:	
Assessment	Standardized test scores		Enrollment	Student school enrollment	
	Observation data			Student grade level	
	Other assessment data-Please specify:	Results of our assessments		Homeroom	
				Guidance counselor	
				Specific curriculum programs	
				Year of graduation	
				Other enrollment information-Please specify:	
Attendance	Student school (daily) attendance data				
	Student class attendance data				
Communications	Online communications that are captured (emails, blog entries)		Parent/Guardian Contact Information	Address	
				Email	
				Phone	
Conduct	Conduct or behavioral data		Parent/Guardian ID	Parent ID number (created to link parents to students)	
Demographics	Date of Birth				
	Place of Birth				

Category of Data	Elements	Check if used by your system	Category of Data	Elements	Check if used by your system
Parent/Guardian Name	First and/or Last		Vendor/App assigned student ID number	Student app username	
				Student app passwords	
Schedule	Student scheduled courses			Student Name	First and/or Last
	Teacher names				
Special Indicator	English language learner information		Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	X
	Low income status				
	Medical alerts /health data				
	Student disability information				
	Specialized education services (IEP or 504)		Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	
	Living situations (homeless/foster care)				
	Other indicator information- Please specify:				
			Student Survey Responses	Student responses to surveys or questionnaires	X
Student Contact Information	Address		Student work	Student generated content; writing, pictures etc. Other student work data - Please specify:	
	Email	X			
	Phone				
Student Identifiers	Local (School district) ID number				
	State ID number				

Category of Data	Elements	Check if used by your system
Transcript	Student course grades	
	Student course data	
	Student course grades/performance scores	
	Other transcript data -Please specify:	
Transportation	Student bus assignment	
	Student pick up and/or drop off location	
	Student bus card ID number	
	Other transportation data -Please specify:	
Other	Please list each additional data element used, stored or collected by your application	

No Student Data Collected at this time \_\_\_\_\_.

\*Provider shall immediately notify LEA if this designation is no longer applicable.

OTHER: Use this box, if more space needed

## EXHIBIT "C"

### DEFINITIONS

**De-Identifiable Information (DII):** De-Identification refers to the process by which the Provider removes or obscures any Personally Identifiable Information ("PII") from student records in a way that removes or minimizes the risk of disclosure of the identity of the individual and information about them.

**Educational Records:** Educational Records are official records, files and data directly related to a student and maintained by the school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs. For purposes of this DPA, Educational Records are referred to as Student Data.

**NIST:** Draft National Institute of Standards and Technology ("NIST") Special Publication Digital Authentication Guideline.

**Operator:** The term "Operator" means the operator of an Internet Website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used primarily for K-12 school purposes and was designed and marketed for K-12 school purposes. For the purpose of the Service Agreement, the term "Operator" is replaced by the term "Provider." This term shall encompass the term "Third Party," as it is found in applicable state statutes.

**Personally Identifiable Information (PII):** The terms "Personally Identifiable Information" or "PII" shall include, but are not limited to, student data, metadata, and user or pupil-generated content obtained by reason of the use of Provider's software, website, service, or app, including mobile apps, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians. PII includes Indirect Identifiers, which is any information that, either alone or in aggregate, would allow a reasonable person to be able to identify a student to a reasonable certainty. For purposes of this DPA, Personally Identifiable Information shall include the categories of information listed in the definition of Student Data.

**Provider:** For purposes of the Service Agreement, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of pupil records. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.

**Pupil Generated Content:** The term "pupil-generated content" means materials or content created by a pupil during and for the purpose of education including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of pupil content.

**Pupil Records:** Means all of the following: (1) Any information that directly relates to a pupil that

is maintained by LEA;(2) any information acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employee; and any information that meets the definition of a “pupil record” under Wis. Stat. § 118.125(1)(d). For the purposes of this Agreement, Pupil Records shall be the same as Educational Records, Student Personal Information and Covered Information, all of which are deemed Student Data for the purposes of this Agreement.

**Service Agreement:** Refers to the Contract or Purchase Order to which this DPA supplements and modifies.

**School District Official:** For the purposes of this Agreement and pursuant to 34 CFR 99.31 (B) and Wis. Stat. § 118.125(2)(d), a School District Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and (3) Is subject to 34 CFR 99.33(a) and Wis. Stat. § 118.125(2) governing the use and re-disclosure of personally identifiable information from student records.

**Student Data:** Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students’ parents/guardians, that is descriptive of the student including, but not limited to, information in the student’s educational record or email, first and last name, home address, telephone number, email address, or other information allowing online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information text messages, documents, student identifies, search activity, photos, voice recordings or geolocation information. Student Data shall constitute Pupil Records for the purposes of this Agreement, and for the purposes of Wisconsin and federal laws and regulations. Student Data as specified in Exhibit “B” is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or de-identified, or anonymous usage data regarding a student’s use of Provider’s services.

**SDPC (The Student Data Privacy Consortium):** Refers to the national collaborative of schools, districts, regional, territories and state agencies, policy makers, trade organizations and marketplace providers addressing real-world, adaptable, and implementable solutions to growing data privacy concerns.

**Student Personal Information:** “Student Personal Information” means information collected through a school service that personally identifies an individual student or other information collected and maintained about an individual student that is linked to information that identifies an individual student, as identified by Washington Compact Provision 28A.604.010. For purposes of this DPA, Student Personal Information is referred to as Student Data.

**Subscribing LEA:** An LEA that was not party to the original Services Agreement and who accepts the Provider’s General Offer of Privacy Terms.

**Subprocessor:** For the purposes of this Agreement, the term “Subprocessor” (sometimes referred to as the “Subcontractor”) means a party other than LEA or Provider, who Provider uses for data

collection, analytics, storage, or other service to operate and/or improve its software, and who has access to PII.

**Targeted Advertising:** Targeted advertising means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records or student generated content or inferred over time from the usage of the Provider's website, online service or mobile application by such student or the retention of such student's online activities or requests over time.

**Third Party:** The term "Third Party" means a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of pupil records. However, for the purpose of this Agreement, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."



**EXHIBIT "D"**

**DIRECTIVE FOR DISPOSITION OF DATA**

[Name or District or LEA] directs [Name of Provider] to dispose of data obtained by Provider pursuant to the terms of the Service Agreement between LEA and Provider. The terms of the Disposition are set forth below:

<b><u>Extent of Disposition</u></b>	
Disposition shall be:	<input type="checkbox"/> Partial. The categories of data to be disposed of are as follows:  <input checked="" type="checkbox"/> Complete. Disposition extends to all categories of data.
<b><u>Nature of Disposition</u></b>	
Disposition shall be by:	<input checked="" type="checkbox"/> Destruction or deletion of data.  <input type="checkbox"/> Transfer of data. The data shall be transferred as set forth in an attachment to this Directive. Following confirmation from LEA that data was successfully transferred, Provider shall destroy or delete all applicable data.
<b><u>Timing of Disposition</u></b>	
Data shall be disposed of by the following date:	<input checked="" type="checkbox"/> At the direction of the school district when no longer under contract. <input type="checkbox"/> By (Insert Date) _____  [Insert or attach special instructions]

\_\_\_\_\_  
Authorized Representative of LEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Verification of Disposition of Data  
by Authorized Representative of Provider

\_\_\_\_\_  
Date

**EXHIBIT "E"**

**GENERAL OFFER OF PRIVACY TERMS**  
School District of Hudson

**1. Offer of Terms**

Provider offers the same privacy protections found in this DPA between it and the Hudson School District and which is dated to any other LEA ("Subscribing LEA") who accepts this General Offer through its signature below. This General Offer shall extend only to privacy protections and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the other LEA may also agree to change the data provided by LEA to the Provider in Exhibit "B" to suit the unique needs of the LEA. The Provider may withdraw the General Offer in the event of:

(1) a material change in the applicable privacy statutes; (2) a material change in the services and products subject listed in the Originating Service Agreement; or three (3) years after the date of Provider's signature to this Form.

Provider: Not Signed

BY:  Date: 3/9/23

Printed Name: Terry Schmitz Title/Position: CEO

**2. Subscribing LEA**

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA.

Subscribing LEA:

BY: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

**TO ACCEPT THE GENERAL OFFER, THE SUBSCRIBING LEA MUST DELIVER THIS SIGNED EXHIBIT TO THE PERSON AND EMAIL ADDRESS LISTED BELOW**

Name: Terry Schmitz \_\_\_\_\_

Title: CEO \_\_\_\_\_

Email Address: tschmitz@conovercompany.com \_\_\_\_\_



**EXHIBIT "F"**

**DATA SECURITY REQUIREMENTS**

**[INSERT ADDITIONAL DATA SECURITY REQUIREMENTS HERE]**