

## **Compliance With New York State Education Law Section 2-d Contract / Addendum**

The Addison Central School District (the "District") is an educational agency, as that term is used in Section 2-d of the New York State Education Law ("Section 2-d"), and Bedford, Freeman & Worth Publishing Group, LLC ("Contractor"), is a third party contractor, as that term is used in Section 2-d.

The District and Contractor have entered into a separate agreement (which may be a purchase order) dated 7/1/2024 (the "Agreement") wherein Contractor has agreed to provide the Services (as defined below) and the District and the Contractor will enter into this Contract / Addendum to conform to the requirements of Section 2-d and its implementing regulations. To the extent that any term of any other agreement or document conflicts with the terms of this Addendum, the terms of this Contract / Addendum shall apply and be given effect.

### Definitions

As used in this Contract / Addendum and related documents, the following terms shall have the following meanings:

"Student Data" means personally identifiable information from student records that Contractor receives in connection with providing Services under the Agreement.

"Services" means the product(s)/service(s) identified in Schedule 1 attached hereto and made a part hereof.

"Personally Identifiable Information" ("PII") as applied to Student Data, means personally identifiable information as defined in 34 CFR 99.3 implementing the Family Educational Rights and Privacy Act (FERPA), at 20 USC 1232g.

"Third Party Contractor" or "Contractor" means any person or entity, other than an educational agency, that receives Student Data from an educational agency pursuant to a contract or other written agreement (which may be a purchase order) for purposes of providing Services to such educational agency, including, but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs.

"Educational Agency" or "District" means the Addison Central School District.

"Parent" means a parent, legal guardian, or person in parental relation to a student.

"Student" means any person attending in an educational agency.

"Eligible Student" means a student eighteen years or older.

"State-protected Data" means Student Data, as applicable to Contractor's product/service.

"Breach" means the unauthorized access, use, or disclosure of Student Data.

"Commercial or marketing purpose" means the sale of PII; and the direct or indirect use or disclosure of State-protected Data to derive a profit, advertise, or develop, improve, or market products or services to students.

"Disclose", "Disclosure," and "Release" mean to intentionally or unintentionally permit access to State-protected Data; and to intentionally or unintentionally release, transfer, or otherwise communicate State-protected Data to someone not authorized by contract, consent, or law to receive that State-protected Data.

### Contractor Obligations and Agreements

Contractor agrees that it shall comply with the following obligations with respect to any Student Data received in connection with providing Services under the Agreement ("Contract") and any failure to fulfill one of these statutory or regulatory obligations shall be a breach of the Contract. Contractor shall:

(a) limit internal access to education records only to those employees and subcontractors who are determined to have legitimate educational interests in accessing the data within the meaning of Section 2-d and FERPA (e.g., the individual needs access in order to fulfill his/her responsibilities in providing the contracted services);

(b) only use personally identifiable information for the explicit purpose authorized by the Contract, and must/will not use it for any purpose other than that explicitly authorized in the Contract;

(c) not disclose any personally identifiable information to any other party who is not an authorized representative of Contractor using the information to carry out Contractor's obligations under the Contract, unless (i) if student PII, or that other party has obtained the prior written consent of the parent or eligible student, or (ii) the disclosure is required by statute or court order, and notice of the disclosure is provided to the source of the information no later than the time of disclosure, unless such notice is expressly prohibited by the statute or court order;

(d) maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of the personally identifiable information in its custody;

(e) use encryption technology to protect Student Data while in motion or in its custody (i.e., in rest) from unauthorized disclosure by rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology that employs reasonable industry standards / best practices (e.g. NIST, ISO or as specified or permitted by the Secretary of the United States department of health and human services in guidance issued under Section 13402(H)(2) of Public Law 111-5 using a technology or methodology specified by the secretary of the U S.);

(f) not sell personally identifiable information nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so;

(g) notify the educational agency from which Student Data is received of any breach of security resulting in an unauthorized release of such data by Contractor or its assignees in violation of state or federal law, or of contractual obligations relating to data privacy and security in the most expedient way possible and without unreasonable delay, but no more than seven (7) calendar days after such discovery of such breach;

(h) cooperate with educational agencies and law enforcement to protect the integrity of investigations into any breach or unauthorized release of personally identifiable information;

(i) adopt technologies, safeguards, and practices that align with the NIST Cybersecurity Framework, Version 1.1, and that comply with Education Law Section 2-d, Part 121 of the Regulations of the Commissioner of Education and the District's Parents' Bill of Rights for Data Privacy and Security, set forth below, as well as all applicable federal, state and local laws, rules and regulations;

(j) acknowledge and hereby agrees that the State-protected Data which Contractor receives or has access to pursuant to the Contract is owned by the District or parent/eligible student from which it originates;

(k) acknowledge and hereby agrees that if Contractor has an online terms of service and/or Privacy Policy that may otherwise be applicable to its customers or users of its product/service, to the extent that any term of such online terms of service or Privacy Policy conflicts with the terms of Contract, the terms of this Contract / Addendum first and then the Contract shall be given precedence;

(l) acknowledge and hereby agrees that Contractor shall promptly pay for or reimburse the educational agency for the full cost of such breach notification to parents and eligible students due to the unauthorized release of Student Data by Contractor or its agent or assignee;

(m) ensure that employees, assignees and agents of Contractor who have access to Student Data, or teacher or principal

data, receive or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access to such Student Data; and

- (n) ensure that any subcontractor that performs Contractor's obligations pursuant to the Agreement will comply with the data protection obligations imposed on the Contractor by law, the Agreement and this Contract / Addendum.

The District understands and agrees that the Contractor will process information about the use of the Services by District and its students, including (but not limited to) Student Data. District hereby grants Contractor a license to use all such information: i) as is reasonably required to provide the Services; and ii) to de-identify (as defined in FERPA) the Student Data obtained hereunder and analyze it to improve Contractor's educational products and services, including to create aggregated or statistical insights and baseline reports that are not identifiable to individuals or institutions for use in other Contractor educational products and services. The rights granted in this paragraph shall survive the expiration or termination of this Contract / Addendum.

### **Addison Central School District Parents' Bill of Rights for Data Privacy and Security**

The Addison Central School District Parents' Bill of Rights for Data Privacy and Security is available here: [www.addisoncsd.org](http://www.addisoncsd.org) and is included below.

#### **Addison Central School District Parents' Bill of Rights for Data Privacy and Security**

The Addison Central School District is committed to protecting the privacy and security of student, teacher, and principal data. In accordance with Section 2-d of the New York Education Law, the District wishes to inform the school community of the following:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents have the right to inspect and review the complete contents of their child's education record.
3. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by the State is available for public review at: <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints to the District should be submitted, in writing, to James Peiffer, Addison Central School District, 7 Cleveland Avenue, Suite 101, Addison, NY 14830, or to [jpeiffer@addisoncsd.org](mailto:jpeiffer@addisoncsd.org). Complaints to the State Education Department should be submitted, in writing, to Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234, or to [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov).

### **Supplemental Information About Contract Between the District and Contractor**

- (a) The exclusive purposes for which the personally identifiable information will be used by Contractor is to provide the Services.
- (b) Personally Identifiable Information received by Contractor, or by any assignee of Contractor, through the use of the Services by the District or District students shall not be sold or used for marketing purposes.
- (c) Personally Identifiable Information received by Contractor, or by any assignee of Contractor shall not be shared with a sub-contractor except as permitted in this Contract / Addendum and pursuant to a written contract that binds such a party to at least the same data protection and security requirements imposed on Contractor under the Contract, as well as all applicable state and federal laws and regulations.
- (d) The effective date of this Contract / Addendum shall be 7/1/2024 through and including 6/30/2025, unless sooner terminated in accordance with the terms of the Agreement.

(e) Without undue delay following the Contractor's receipt of a written request from the District after the expiration or termination of the Contract without a successor or renewal agreement in place, Contractor shall securely delete all Student Data remaining in the possession of Contractor or its assignees or subcontractors (including all hard copies, archived copies, electronic versions or electronic imaging of hard copies) as well as any and all Student Data maintained on behalf of Contractor in secure data center facilities. Contractor shall ensure that no copy, summary or extract of the Student Data or any related work papers are retained on any storage medium whatsoever by Contractor, its subcontractors or assignees, or the secure data center facilities. To the extent that Contractor and/or its subcontractors or assignees may continue to be in possession of any de-identified data (data that has had all direct and indirect identifiers permanently removed with no possibility of reidentification), they each agree not to attempt to re-identify de-identified data and not to transfer de-identified data to any party. Without undue delay following the Contractor's receipt of a written request from the District after such destruction, Contractor will provide a certification to the District from an appropriate officer that the requirements of this paragraph have been satisfied in full.

(f) State and federal laws require educational agencies to establish processes for a parent or eligible student to challenge the accuracy of their student data. Third party contractors must cooperate with educational agencies in complying with the law. If a parent or eligible student submits a challenge to the accuracy of student data to the student's district of enrollment and the challenge is upheld, Contractor will cooperate with the educational agency to amend such data.

(g) Contractor shall store and maintain PII in electronic format on systems maintained by Contractor in a secure data center facility in the United States in accordance with its Privacy Policy, NIST Cybersecurity Framework, Version 1.1, Education Law Section 2-d, Part 121 of the Regulations of the Commissioner of Education, and the District's Parents' Bill of Rights for Data Privacy and Security, set forth above. Encryption technology will be utilized while PII is in motion and at rest, as detailed above.

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Addison Central School District

By:

  
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Jim Peiffer, Interim Superintendent

  
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Date

Bedford, Freeman & Worth Publishing Group, LLC

By:

DocuSigned by:

  
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Shrvan Sheela, VP. Finance

6/12/2024

Date



## **ADDISON CENTRAL SCHOOL DISTRICT**

### **PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY**

The Addison Central School District is committed to protecting the privacy and security of student, teacher, and principal data. In accordance with Section 2-d of the New York Education Law, the District wishes to inform the school community of the following:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents have the right to inspect and review the complete contents of their child's education record.
3. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by the State is available for public review at: <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints to the District should be submitted, in writing, to Rich Everly, Addison Central School District, 7 Cleveland Avenue, Suite 101, Addison, NY 14830, or to [reverly@addisoncsd.org](mailto:reverly@addisoncsd.org). Complaints to the State Education Department should be submitted, in writing, to Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234, or to [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov).

*This bill of rights is subject to change and will be revised from time to time in accordance with regulations issued by the Commissioner of Education and guidance received from the State Education Department.*

**SCHEDULE 1**  
**DESCRIPTION OF SERVICES**

Contractor will use Student Data to provide the following products and services (*please check all that apply*):

**Achieve.** Achieve is our online courseware offering flexible assessment tools and content to support students of all levels. This is a one-stop shop where students can easily find their mobile-friendly and fully accessible e-book, Increase their understanding with ready-made quizzes, complete online homework or exams and finally, monitor their progress with the included gradebook.

Contractor will also use Student Data in accordance with this Agreement for customary business purposes, such as providing customer service and support, conducting user surveys, IT management (e.g., user authentication, network security), creating de-identified data sets for analytics and other permitted purposes, for disaster recovery and business continuity, and for legal and regulatory compliance.

