

School name: *Coultrap Educational Services Center*  
School district/Administrative region: *304*  
School address: *227 N Fourth Street Geneva IL 60134*  
School phone number: *630 463 3040*

For the purposes of this agreement, the school and Voces Digital agree that Voces Digital is acting as a School Official under the Family Education Rights and Privacy Act (FERPA) in its relationship to the school.

Voces Digital is a collection of World Language textbooks, housed in a web-based platform. The platform provides teachers and students with access to learning resources, lessons and assignments.

By signing this agreement, the school acknowledges that:

- Voces Digital may collect personal information from Students for the use and benefit of the school and for no other commercial purposes
  - When a student registers themselves, or a teacher registers an account on the student's behalf, we collect:
    - First name and last name
    - User ID (Generated by teacher or Voces Digital)
  - When the student logs in and uses the service, we collect student work including written, audio, video, and/or image submissions
- Unless otherwise requested, Voces Digital will delete student data 30 days after a class is deleted, or 90 days after the associated teacher subscription expires. This time-period is in place to ensure no student work is lost in the event of accidental deletion.
- When a teacher registers, Voces Digital collects:
  - First and Last Name
  - Email Address
  - School Name
  - Phone Number
  - State/Country
  - Class Names
  - Any pages, assignments, or data entered into Voces.
- Voces will store teachers' personal information, in a form which permits us to identify them, for a maximum of 90 days after the teacher's subscription expires. This process is automated nightly to ensure that data is not kept longer than necessary. This time-period is in place so that students do not lose

- work in the event of an administrative oversight on renewal.
- Upon request, we will delete personal information from our systems within 3 business days. A teacher may also delete student data as desired. Backups of all data are kept for seven days.
  - Please see our [Privacy Policy](#) for further information about our service and the service providers we use..

The school agrees that:

- Prior to registering any student on the platform, our school will notify parents in writing that Voces Digital is being used with students.
- This notice will:
  - outline the collection and use of student's information by Voces, and
  - include a link to the Voces Digital privacy policy.
  - inform parents that they have the right to elect to opt-out their child from using the Voces platform.
  - notify all parents in writing of their right to request at any time a description of the types of personal information collected, or to review, delete, and prevent further use or collection of the child's personal information.
- If a parent makes any of these requests, the School will notify Voces Digital at [privacy@vocesdigital.com](mailto:privacy@vocesdigital.com) and Voces Digital will provide the requested information or delete such data within 3 business days

Voces Digital uses generally accepted security measures and safeguards in an attempt to keep the data it collects secure and requires that the service providers it works with agree to do the same. In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by Voces Digital, Voces Digital shall provide notification to the School or District within seventy-two (72) hours of confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident.

By signing this agreement, I confirm that the students in this school are permitted to use the Voces Digital platform and that the participating teacher has the authority of the school to provide consent on behalf of the parent/guardian.

School Administrator/Principal Name: *Shonette Sims, Assistant Superintendent*

School Administrator/Principal Signature: *Shonette Sims*

Date: *10-8-2024*

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