STANDARD STUDENT DATA PRIVACY AGREEMENT

NEW YORK

NY-DPA, Modified Version 1.0

Washington-Saratoga-Warren-Hamilton-Essex BOCES

and

HMH Education Company, Inc.

This Student Data Privacy Agreement ("**DPA**") is entered into on the date of full execution (the "**Effective Date**") and is entered into by and between: Washington-Saratoga-Warren-Hamilton-Essex BOCES, located at 10 LaCrosse Street, Suite 6, Hudson Falls, NY 12839 USA (the "**Local Education Agency**" or "**LEA**") and HMH Education Company, Inc., located at 125 High Street, Boston, MA 02110 USA (the "**Provider**").

WHEREAS, the Provider is providing educational or digital services to LEA.

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act ("**FERPA**") at 20 U.S.C. § 1232g (34 CFR Part 99); the Children's Online Protection Act ("COPPA") at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations and

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.

2. **Special Provisions.** *Check if Required*

    √ If checked, the Supplemental State Terms and attached hereto as **Exhibit "G"** are hereby incorporated by reference into this DPA in their entirety.

    √ If Checked, the Provider, has signed **Exhibit "E"** to the Standard Clauses, otherwise known as General Offer of Privacy Terms

3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.

4. This DPA shall stay in effect for three years. Exhibit E will expire 3 years from the date the original DPA was signed.

5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit "A"** (the "**Services**").

6. **Notices**. All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representative for the Provider for this DPA is:

Name: Selva Mahimaidas   Title: VP, Chief Information Security Officer

Address: 125 High Street, Boston, MA 02110

Phone: 617-351-5000

Email: legalservices@hmhco.com

The designated representative for the LEA for this DPA is:

Sarah McCann, Lead Coordinator for Data Privacy
10 LaCrosse Street, Suite 6, Hudson Falls, NY 12839
SMccann@wswheboces.org
518-581-3514

IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

Washington-Saratoga-Warren-Hamilton-Essex BOCES

By: *Anthony Muller*
Anthony Muller (Dec 29, 2025 08:57:21 EST)
Date: 12/29/2025

Printed Name: Anthony Muller
Title/Position: Senior Executive Officer

HMH Education Company, Inc.

By: *Ashley Poreda*
Ashley Poreda (Dec 23, 2025 08:29:41 EST)
Date: 12/23/2025

Printed Name: Ashley Poreda
Title/Position: Lead Contracts Specialist

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 including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to the use and maintenance of Student Data

2. **Student Data to Be Provided**. In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit "B"**.

3. **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 terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

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 DPA 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 Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above. Notwithstanding the foregoing, Provider retains all right, title and interest in and to any and all of Provider's software, materials, tools, forms, documentation, training and implementation materials and intellectual property (collectively, "Provider Materials".) Provider grants to LEA a personal, nonexclusive license to use the Provider materials for its own non-commercial, incidental use as set forth in the end user license agreement accompanying such Provider Materials and as contemplated herein.

2. **Parent Access**. To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information. Provider shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the written request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA's request for Student Data in a student's records held by the Provider to view or correct as necessary. In the event that a parent of a student 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**. [Intentionally Deleted]

4. **Law Enforcement Requests**. Should law enforcement or other government entities ("Requesting Party(ies)") contact Provider with a request for Student Data held by the Provider pursuant to the Services,

the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.

5. **Subprocessors**. Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA.

ARTICLE III: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws**. LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.

2. **Annual Notification of Rights**. If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria 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 Student Data.

4. **Unauthorized Access Notification**. LEA shall notify Provider promptly of any known 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 federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.

2. **Authorized Use**. The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in Exhibit A or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.

3. **Provider Employee Obligation**. Provider shall require all of Provider's employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.

4. **No Disclosure**. Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data other than as directed or

permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

5. **De-Identified Data**: Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any external document in which the LEA is identifiable, the Provider shall obtain the LEA's written approval within any constraints provided by the LEA.

6. **Disposition of Data**. Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified. The LEA may employ a "Directive for Disposition of Data" form, a copy of which is attached hereto as **Exhibit "D"**. Upon receipt of a written request from the LEA, Provider will promptly employ Exhibit "D".

7. **Advertising Limitations.** Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning purposes (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits

ARTICLE V: DATA PROVISIONS

1. **Data Storage**. Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.

2. **Audits.** At least once a year, except in the case of a verified breach, the Provider will provide the LEA a report from an independent third party audit of its privacy and security controls. The Provider will cooperate reasonably with the LEA and any local, state, or federal agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

3. **Data Security**. The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment to "Exhibit H". Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.

4. **Data Breach**. In the event of an actual unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA 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. Provider shall follow the following process:

    (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:

        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 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 as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
        v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.

    (2) Provider agrees to adhere to all federal and state requirements applicable to Provider 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.

    (3) Provider further acknowledges and agrees to have a written incident response plan that reflects commercially reasonable 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 written request, with a summary of said written incident response plan.

    (4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.

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

ARTICLE VI: GENERAL OFFER OF 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 **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

ARTICLE VII: MISCELLANEOUS

1. **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. Either party may terminate this DPA and any Service Agreement or contract while in effect if the other party materially breaches any terms of this DPA provided that Provider has been given notice of such breach, in writing, and has had a reasonable period of time, but in no event less than forty-five (45) days, to remedy such breach prior to termination.

2. **Effect of Termination Survival**. If the Service Agreement is terminated, the upon written request by LEA, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.

3. **Priority of Agreements**. This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between the SDPC Standard Clauses and the Supplemental State Terms, the Supplemental State Terms will control. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.

4. **Entire Agreement**. This DPA and the Service Agreement constitute 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.

5. **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.

6. **Governing Law; Venue and Jurisdiction**. THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, 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 OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.

7. **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. In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the any such successor will assume the obligations of this DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it has an objection to the successor to whom the Provider is selling, merging, or otherwise disposing of its business, provided that all payments that are owed or due for services previously rendered, in part or in full, under any Service Agreement or otherwise between the LEA and Provider in existence at the time of such succession, are paid prior to termination.

8. **Authority.** Each party represents that it is authorized to bind to the terms of this DPA, 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.

9. **Waiver**. No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

EXHIBIT "A"

DESCRIPTION OF SERVICES

All products on the following platforms: Ed, SAM, Thinkcentral, HMOF, Writable, Waggle, Amira, WileyPLUS, VitalSource, Classcraft, and NWEA.

HMH Amira—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	**IP Addresses of users; Use of cookies; etc.**	**X** Cookies, third-party tracking technologies, and server logs are automatically collected; we may also gather information on IP address and/or type of browser/OS.
	Other application technology metadata	**X** Google Analytics; see https://www.amiralearning.com/privacy-policy for information.
Application Use Statistics	**Metadata on user interaction with application**	
Assessment	**Standardized test scores**	
	Observation data	
	Other assessment data – Please specify:	
Attendance	**Student school (daily) attendance data**	
	Student class attendance	
Communications	**Online communications that are captured (emails, blog entries)**	
Conduct	**Conduct or behavioral data**	
Demographics	**Date of Birth**	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	**X** Anonymous demographic information may be collected in the future.
Enrollment	**Student school enrollment**	
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	

HMH Amira—Student Data Usage Specifications		
Parent/Guardian Contact Information	**Address**	
	Email	
	Phone	
Parent/Guardian ID	**Parent ID number (created to link parents to students)**	
Parent/Guardian Name	**First and/or Last**	
Schedule	**Student scheduled courses**	
	Teacher names	
Special Indicator	**English language learner information**	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	**Address**	
	Email	**X**
	Phone	
Student Identifiers	**Local (School district) ID number**	
	State ID number	
	Vendor/App assigned student ID number	
	Student app username	
	Student app passwords	**X** Encrypted Passwords
Student Name	**First and/or Last**	**X**
Student in App Performance	**Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)**	
Student Program Membership	**Academic or extracurricular activities a student may belong to or**	

HMH Amira—Student Data Usage Specifications		
	participate in	
Student Survey Responses	**Student responses to surveys or questionnaires**	
Student Work	**Student generated content; writing, pictures; etc.**	
	Other student work data – Please specify:	
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.**	

Classscraft—Student Data Usage Specifications		
Category of Data	**Elements**	**Check if used by your system**
Application Technology Metadata	**IP Addresses of users; Use of cookies; etc.**	**X**
	Other application technology metadata	
Application Use Statistics	**Metadata on user interaction with application**	**X**
Assessment	**Standardized test scores**	
	Observation data	
	Other assessment data – Please specify:	
Attendance	**Student school (daily) attendance data**	**X** Entered by the teacher.
	Student class attendance	
Communications	**Online communications that are captured (emails, blog entries)**	
Conduct	**Conduct or behavioral data**	**X** Entered by the teacher.
Demographics	**Date of Birth**	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	**Student school enrollment**	
	Student grade level	**X**
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	**X** Class Name
Parent/Guardian Contact Information	**Address**	
	Email	**X** Entered by the teacher.

Classcraft—Student Data Usage Specifications		
	Phone	
Parent/Guardian ID	**Parent ID number (created to link parents to students)**	**X** Assigned by the application.
Parent/Guardian Name	**First and/or Last**	**X** Entered by the teacher.
Schedule	**Student scheduled courses**	
	Teacher names	**X**
Special Indicator	**English language learner information**	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	**Address**	
	Email	**X**
	Phone	
Student Identifiers	**Local (School district) ID number**	**X**
	State ID number	
	Vendor/App assigned student ID number	
	Student app username	**X**
	Student app passwords	**X**
Student Name	**First and/or Last**	**X**
Student in App Performance	**Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)**	**X** Entered by the student: Discussions & Kudos; Messaging to Teachers
Student Program Membership	**Academic or extracurricular activities a student may belong to or participate in**	
Student Survey Responses	**Student responses to surveys or questionnaires**	

Classcraft—Student Data Usage Specifications		
Student Work	**Student generated content; writing, pictures; etc.**	**X** Entered by the student.
	Other student work data – Please specify:	**X** Entered by the student or teacher: Student Curriculum Progression (quest progress); Student Use of the Avatar and Pet System; Student Use of the Power 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.**	

HMH Ed—Student Data Usage Specifications		
Category of Data	**Elements**	**Check if used by your system**
Application Technology Metadata	**IP Addresses of users; Use of cookies; etc.**	**X**
	Other application technology metadata	
Application Use Statistics	**Metadata on user interaction with application**	**X**
Assessment	**Standardized test scores**	**X**
	Observation data	On Roadmap
	Other assessment data – Please specify:	
Attendance	**Student school (daily) attendance data**	
	Student class attendance	
Communications	**Online communications that are captured (emails, blog entries)**	
Conduct	**Conduct or behavioral data**	
Demographics	**Date of Birth**	**X** **NOTE:** Required if using *Read 180* or *Math 180*.
	Place of Birth	
	Gender	**X** **NOTE:** Required if using *Read 180* or *Math 180*.
	Ethnicity or race	**X** **NOTE:** Required if using *Read 180* or *Math 180*.
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	**Student school enrollment**	**X**
	Student grade level	**X**
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	**X** Class Enrollment

HMH Ed—Student Data Usage Specifications

Parent/Guardian Contact Information	**Address**	
	Email	
	Phone	
Parent/Guardian ID	**Parent ID number (created to link parents to students)**	
Parent/Guardian Name	**First and/or Last**	
Schedule	**Student scheduled courses**	**X**
	Teacher names	**X**
Special Indicator	**English language learner information**	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	**Address**	
	Email	**X** **PLEASE NOTE:** Student email is not required to use HMH Ed software. Many school districts, however, will use email as the student's username to accommodate SSO integrations.
	Phone	
Student Identifiers	**Local (School district) ID number**	**X**
	State ID number	
	Vendor/App assigned student ID number	**X**
	Student app username	**X**
	Student app passwords	**X**
Student Name	**First and/or Last**	**X**
Student in App Performance	**Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)**	**X**

HMH Ed—Student Data Usage Specifications		
Student Program Membership	**Academic or extracurricular activities a student may belong to or participate in**	
Student Survey Responses	**Student responses to surveys or questionnaires**	
Student Work	**Student generated content; writing, pictures; etc.**	
	Other student work data – Please specify:	
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.**	

HMOF (my.hrw)—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	**IP Addresses of users; Use of cookies; etc.**	**X** Login Page to Remember Settings
	Other application technology metadata	
Application Use Statistics	**Metadata on user interaction with application**	**X**
Assessment	**Standardized test scores**	
	Observation data	
	Other assessment data – Please specify:	**X** Performance-based Assessment Scores; Universal Screener and Progress Monitoring Scores; Curriculum-embedded Assessment Scores
Attendance	**Student school (daily) attendance data**	
	Student class attendance	
Communications	**Online communications that are captured (emails, blog entries)**	
Conduct	**Conduct or behavioral data**	
Demographics	**Date of Birth**	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	**Student school enrollment**	**X**
	Student grade level	**X**
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	**X** Any data element that will connect a student to a class being taught by a teacher for the active date; districts often decide what elements they want to use in

HMOF (my.hrw)—Student Data Usage Specifications

		building a unique class/roster.
Parent/Guardian Contact Information	Address	
	Email	
	Phone	
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	**X**
	Teacher names	**X**
Special Indicator	English language learner information	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	**X**
	State ID number	
	Vendor/App assigned student ID number	**X**
	Student app username	**X**
	Student app passwords	
Student Name	First and/or Last	**X**
Student in App Performance	Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)	
Student Program Membership	Academic or extracurricular activities a student may belong to or	

HMOF (my.hrw)—Student Data Usage Specifications		
	participate in	
Student Survey Responses	**Student responses to surveys or questionnaires**	
Student Work	**Student generated content; writing, pictures; etc.**	**X**
	Other student work data – Please specify:	**X** Notes; Annotations; Highlights
Transcript	**Student course grades**	
	Student course data	**X**
	Student course grades/performance scores	**X** Student Course Grades; Performance Scores per Assignment Only
	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.**	

NWEA—Student Data Usage Specifications		
Category of Data	**Elements**	**Check if used by your system**
Application Technology Metadata	**IP Addresses of users; Use of cookies; etc.**	**X**
	Other application technology metadata	
Application Use Statistics	**Metadata on user interaction with application**	
Assessment	**Standardized test scores**	
	Observation data	
	Other assessment data – Please specify:	**X** Interim Assessment Scores
Attendance	**Student school (daily) attendance data**	
	Student class attendance	
Communications	**Online communications that are captured (emails, blog entries)**	
Conduct	**Conduct or behavioral data**	
Demographics	**Date of Birth**	**X**
	Place of Birth	
	Gender	**X**
	Ethnicity or race	**X**
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	**Student school enrollment**	
	Student grade level	**X**
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	
Parent/Guardian Contact Information	**Address**	
	Email	
	Phone	

nwea

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

nwea

NWEA—Student Data Usage Specifications		
	Other student work data – Please specify:	**X** Voice Recording (*MAP Reading Fluency only*)
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.**	

nwea

ThinkCentral—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	**IP Addresses of users; Use of cookies; etc.**	**X**
	Other application technology metadata	
Application Use Statistics	**Metadata on user interaction with application**	**X**
Assessment	**Standardized test scores**	**X**
	Observation data	
	Other assessment data – Please specify:	**X** Performance-based Assessment Scores; Universal Screener and Progress Monitoring Scores; Curriculum-embedded Assessment Scores
Attendance	**Student school (daily) attendance data**	
	Student class attendance	
Communications	**Online communications that are captured (emails, blog entries)**	
Conduct	**Conduct or behavioral data**	
Demographics	**Date of Birth**	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	**Student school enrollment**	**X**
	Student grade level	**X**
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	**X** Class Enrollment
Parent/Guardian Contact	**Address**	

ThinkCentral—Student Data Usage Specifications		
Information	**Email**	
	Phone	
Parent/Guardian ID	**Parent ID number (created to link parents to students)**	
Parent/Guardian Name	**First and/or Last**	
Schedule	**Student scheduled courses**	**X**
	Teacher names	**X**
Special Indicator	**English language learner information**	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	**Address**	
	Email	
	Phone	
Student Identifiers	**Local (School district) ID number**	**X**
	State ID number	
	Vendor/App assigned student ID number	**X**
	Student app username	**X**
	Student app passwords	
Student Name	**First and/or Last**	**X**
Student in App Performance	**Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)**	
Student Program Membership	**Academic or extracurricular activities a student may belong to or participate in**	
Student Survey Responses	**Student responses to surveys or**	**X**

ThinkCentral—Student Data Usage Specifications		
	questionnaires	Student Responses on Assignments and Assessments
Student Work	**Student generated content; writing, pictures; etc.**	**X**
	Other student work data – Please specify:	**X** Notes; Annotations; Highlights
Transcript	**Student course grades**	
	Student course data	**X**
	Student course grades/performance scores	**X** Student Course Grades; Performance Scores on Assignments Only
	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.**	

HMH

Student Achievement Manager (SAM)—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	**IP Addresses of users; Use of cookies; etc.**	**X**
	Other application technology metadata	
Application Use Statistics	**Metadata on user interaction with application**	**X**
Assessment	**Standardized test scores**	**X**
	Observation data	**X**
	Other assessment data – Please specify:	**X** Performance-based Assessment Scores; Universal Screener and Progress Monitoring Scores; Curriculum-embedded Assessment Scores
Attendance	**Student school (daily) attendance data**	
	Student class attendance	
Communications	**Online communications that are captured (emails, blog entries)**	
Conduct	**Conduct or behavioral data**	
Demographics	**Date of Birth**	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	**Student school enrollment**	**X**
	Student grade level	**X**
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	
Parent/Guardian Contact	**Address**	

HMH

Student Achievement Manager (SAM)—Student Data Usage Specifications		
Information	**Email**	
	Phone	
Parent/Guardian ID	**Parent ID number (created to link parents to students)**	
Parent/Guardian Name	**First and/or Last**	
Schedule	**Student scheduled courses**	**X**
	Teacher names	**X**
Special Indicator	**English language learner information**	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	**X** Please refer to the SAM Data Management Manual for information: https://www.hmhco.com/product-support/content/techsupport/sam/manuals/HMHSAM_DMM_2_5.pdf
Student Contact Information	**Address**	
	Email	
	Phone	
Student Identifiers	**Local (School district) ID number**	**X**
	State ID number	
	Vendor/App assigned student ID number	**X**
	Student app username	**X**
	Student app passwords	**X**
Student Name	**First and/or Last**	**X**
Student in App Performance	**Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)**	
Student Program Membership	**Academic or extracurricular**	

Student Achievement Manager (SAM)—Student Data Usage Specifications

	activities a student may belong to or participate in	
Student Survey Responses	Student responses to surveys or questionnaires	
Student Work	Student generated content; writing, pictures; etc.	
	Other student work data – Please specify:	
Transcript	Student course grades	**X**
	Student course data	**X**
	Student course grades/performance scores	**X**
	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.	**X** Please refer to the SAM Data Management Manual information: https://www.hmhco.com/product-support/content/techsupport/sam/manuals/HMHSAM_DMM_2_5.pdf

VitalSource—Student Data Usage Specifications		
Category of Data	**Elements**	**Check if used by your system**
Application Technology Metadata	**IP Addresses of users; Use of cookies; etc.**	
	Other application technology metadata	
Application Use Statistics	**Metadata on user interaction with application**	
Assessment	**Standardized test scores**	
	Observation data	
	Other assessment data – Please specify:	
Attendance	**Student school (daily) attendance data**	
	Student class attendance	
Communications	**Online communications that are captured (emails, blog entries)**	
Conduct	**Conduct or behavioral data**	
Demographics	**Date of Birth**	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	**Student school enrollment**	
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	
Parent/Guardian Contact Information	**Address**	
	Email	
	Phone	

VitalSource—Student Data Usage Specifications		
Parent/Guardian ID	**Parent ID number (created to link parents to students)**	
Parent/Guardian Name	**First and/or Last**	
Schedule	**Student scheduled courses**	
	Teacher names	
Special Indicator	**English language learner information**	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	**Address**	
	Email	
	Phone	
Student Identifiers	**Local (School district) ID number**	
	State ID number	
	Vendor/App assigned student ID number	
	Student app username	**X**
	Student app passwords	**X**
Student Name	**First and/or Last**	**X**
Student in App Performance	**Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)**	
Student Program Membership	**Academic or extracurricular activities a student may belong to or participate in**	
Student Survey Responses	**Student responses to surveys or questionnaires**	
Student Work	**Student generated content; writing,**	

VitalSource—Student Data Usage Specifications		
	pictures; etc.	
	Other student work data – Please specify:	
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.**	

Waggle—Student Data Usage Specifications		
Category of Data	**Elements**	**Check if used by your system**
Application Technology Metadata	**IP Addresses of users; Use of cookies; etc.**	**X**
	Other application technology metadata	
Application Use Statistics	**Metadata on user interaction with application**	
Assessment	**Standardized test scores**	
	Observation data	
	Other assessment data – Please specify:	
Attendance	**Student school (daily) attendance data**	
	Student class attendance	
Communications	**Online communications that are captured (emails, blog entries)**	
Conduct	**Conduct or behavioral data**	
Demographics	**Date of Birth**	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	**Student school enrollment**	**X**
	Student grade level	**X**
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	
Parent/Guardian Contact Information	**Address**	
	Email	
	Phone	

Waggle—Student Data Usage Specifications		
Parent/Guardian ID	**Parent ID number (created to link parents to students)**	
Parent/Guardian Name	**First and/or Last**	X
Schedule	**Student scheduled courses**	X
	Teacher names	X
Special Indicator	**English language learner information**	X
	Low income status	X
	Medical alerts	
	Student disability information	X
	Specialized education services (IEP or 504)	X
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	**Address**	
	Email	
	Phone	
Student Identifiers	**Local (School district) ID number**	X
	State ID number	
	Vendor/App assigned student ID number	X
	Student app username	X
	Student app passwords	X
Student Name	**First and/or Last**	X
Student in App Performance	**Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)**	X
Student Program Membership	**Academic or extracurricular activities a student may belong to or participate in**	
Student Survey Responses	**Student responses to surveys or questionnaires**	
Student Work	**Student generated content; writing,**	

Waggle—Student Data Usage Specifications		
	pictures; etc.	
	Other student work data – Please specify:	
Transcript	**Student course grades**	**X**
	Student course data	**X**
	Student course grades/performance scores	**X**
	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.**	

WileyPLUS—Student Data Usage Specifications		
Category of Data	**Elements**	**Check if used by your system**
Application Technology Metadata	**IP Addresses of users; Use of cookies; etc.**	**X** Please see Google Data Analytics at https://experienceleague.adobe.com/en/docs/analytics/technotes/privacy-overview
	Other application technology metadata	**X**
Application Use Statistics	**Metadata on user interaction with application**	**X** Some parts of the application use IMS Caliper events.
Assessment	**Standardized test scores**	**X** Scores at question-level and grades at assessment-level.
	Observation data	
	Other assessment data – Please specify:	**X** Assessment metadata is created by Wiley.
Attendance	**Student school (daily) attendance data**	
	Student class attendance	
Communications	**Online communications that are captured (emails, blog entries)**	
Conduct	**Conduct or behavioral data**	
Demographics	**Date of Birth**	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	**Student school enrollment**	
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	

WileyPLUS—Student Data Usage Specifications		
Parent/Guardian Contact Information	**Address**	
	Email	
	Phone	
Parent/Guardian ID	**Parent ID number (created to link parents to students)**	
Parent/Guardian Name	**First and/or Last**	
Schedule	**Student scheduled courses**	**X** LTI Course Information
	Teacher names	**X**
Special Indicator	**English language learner information**	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	**Address**	
	Email	**X** LTI launch data and for Wiley LMS users / Claim workflow users; First Name, Last Name, and Email Address
	Phone	
Student Identifiers	**Local (School district) ID number**	
	State ID number	
	Vendor/App assigned student ID number	
	Student app username	
	Student app passwords	
Student Name	**First and/or Last**	**X** LTI launch data and for Wiley LMS users / Claim workflow users; First Name, Last Name, and Email Address
Student in App Performance	**Program/application performance (typing program-student types 60**	**X**

HMH

WileyPLUS—Student Data Usage Specifications		
	wpm; reading program-student reads below grade-level)	
Student Program Membership	**Academic or extracurricular activities a student may belong to or participate in**	
Student Survey Responses	**Student responses to surveys or questionnaires**	
Student Work	**Student generated content; writing, pictures; etc.**	**X** Only assessment content responses are stored.
	Other student work data – Please specify:	
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.**	

Writable—Student Data Usage Specifications

Category of Data	Elements	Check if used by your system
Application Technology Metadata	**IP Addresses of users; Use of cookies; etc.**	**X**
	Other application technology metadata	
Application Use Statistics	**Metadata on user interaction with application**	**X**
Assessment	**Standardized test scores**	
	Observation data	
	Other assessment data – Please specify:	**X** Writing Scores from *Writable*
Attendance	**Student school (daily) attendance data**	
	Student class attendance	
Communications	**Online communications that are captured (emails, blog entries)**	
Conduct	**Conduct or behavioral data**	
Demographics	**Date of Birth**	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language Information (native, preferred, or primary language spoken by student)	
	Other demographics – Please specify:	
Enrollment	**Student school enrollment**	**X**
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum	
	Year of graduation	
	Other enrollment information – Please specify:	**X** Class enrollment; classes do have a grade level.
Parent/Guardian Contact Information	**Address**	
	Email	

HMH

Writable—Student Data Usage Specifications		
	Phone	
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	
	Teacher names	**X**
Special Indicator	English language learner information	
	Low income status	
	Medical alerts	
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator – Please specify:	
Student Contact Information	Address	
	Email	**X**
	Phone	
Student Identifiers	Local (School district) ID number	**X**
	State ID number	
	Vendor/App assigned student ID number	
	Student app username	
	Student app passwords	
Student Name	First and/or Last	**X**
Student in App Performance	Program/application performance (typing program-student types 60 wpm; reading program-student reads below grade-level)	**X** We do maintain performance against rubrics.
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	
Student Survey Responses	Student responses to surveys or questionnaires	

Writable—Student Data Usage Specifications		
Student Work	**Student generated content; writing, pictures; etc.**	**X**
	Other student work data – Please specify:	
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.**	

EXHIBIT "C"
DEFINITIONS

De-Identified Data and De-Identification: Records and information are considered to be de-identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

Educational Records: Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such 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.

Metadata: means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

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 for K–12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an "operator" for the purposes of this section.

Originating LEA: An LEA who originally executes the DPA in its entirety with the Provider.

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

Student Generated Content: The term "student-generated content" means materials or content created by a student in the services 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 student content.

School Official: For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School 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 Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re-disclosure of personally identifiable information from Education Records.

Service Agreement: Refers to the Contract, Purchase Order or Terms of Service or Terms of Use.

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, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or 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, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "personally identifiable information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local 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.

Subprocessor: For the purposes of this DPA, 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 service, and who has access to Student Data.

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

Targeted Advertising: means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

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 Education Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, 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

[**Insert Name of District or LEA**] 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:

1. Extent of Disposition
      Disposition is partial. The categories of data to be disposed of are set forth below or are found in an attachment to this Directive:
        [**Insert categories of data here**]
      Disposition is Complete. Disposition extends to all categories of data.

2. Nature of Disposition
      Disposition shall be by destruction or deletion of data.
      Disposition shall be by a transfer of data. The data shall be transferred to the following site as follows:
        [**Insert or attach special instructions**]

3. Schedule of Disposition
Data shall be disposed of by the following date:
      As soon as commercially practicable.
      By [**Insert Date**]

4. Signature

_____   _____
Authorized Representative of LEA   Date

5. Verification of Disposition of Data

_____   _____
Authorized Representative of Company   Date

DATA SECURITY REQUIREMENTS

Adequate Cybersecurity Frameworks
2/24/2020

The Education Security and Privacy Exchange ("Edspex") works in partnership with the Student Data Privacy Consortium and industry leaders to maintain a list of known and credible cybersecurity frameworks which can protect digital learning ecosystems chosen based on a set of guiding cybersecurity principles* ("Cybersecurity Frameworks") that may be utilized by Provider.

Cybersecurity Frameworks

	MAINTAINING ORGANIZATION/GROUP	FRAMEWORK(S)
☐	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
☐	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
X	International Standards Organization	Information technology — Security techniques — Information security management systems (ISO 27000 series)
☐	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
☐	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)
☐	Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S))	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

Please visit http://www.edspex.org for further details about the noted frameworks.
        *Cybersecurity Principles used to choose the Cybersecurity Frameworks are located here

Exhibit "G"
New York

WHEREAS, the documents and data transferred from LEAs and created by the Provider's Services are also subject to several state laws in New York. Specifically, those laws are New York Education Law § 2-d; and the Regulations of the Commissioner of Education at 8 NYCRR Part 121; and

WHEREAS, the Parties wish to enter into these additional terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

WHEREAS, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for New York;

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

1. All employees of the Provider who will have direct contact with students shall pass criminal background checks.

2. Student Data will be used by Provider exclusively to provide the Services identified in Exhibit A to the DPA.

3. Provider agrees to maintain the confidentiality and security of Student Data in accordance with LEA's Data Security and Privacy Policy. The LEA's Data Security Policy is attached hereto as Exhibit J. Each Subscribing LEA will provide its Data Security Policy to the Provider upon execution of Exhibit "E". Provider shall have forty-five (45) business days to review each Subscribing LEA's Data Security and Privacy Policy. However, the parties may agree to extend this timeframe. Provider will promptly notify the Subscribing LEA and may cancel the Exhibit E signed by the Subscribing LEA by providing notice to the email address the LEA provides on Exhibit "E". Provider shall use industry standard security measures including encryption protocols that comply with New York law and regulations to preserve and protect Student Data and APPR Data. Provider must Encrypt Student Data and APPR Data at rest and in transit in accordance with applicable New York laws and regulations.

4. Provider represents that their Data Privacy and Security Plan can be found at the URL link listed in Exhibit K and is incorporated into this DPA. Provider warrants that its Data Security and Privacy Plan, at a minimum: (a)implements all applicable state, federal and local data privacy and security requirements; (b) has operational technical safeguards and controls in place to protect PII that it will receive under the service agreement; (c) complies with the LEA's parents bill of rights for data privacy and security; (d) requires training of all providers' employees, assignees and subprocessors who have Access to student data or APPR data; (e) ensures subprocessors are required to protect PII received under this service agreement; (f) specifies how data security and privacy incidents that implicate PII will be managed and ensuring prompt notification to the LEA, and (g) addresses Student Data return, deletion and destruction.

5. In addition to the requirements described in Paragraph 3 above, the Provider's Data Security and Privacy Plan shall be deemed to incorporate the LEA's Parents Bill of Rights for Data Security and Privacy, as found at the URL link identified in Exhibit J. The Subscribing LEA will provide its Parents Bill of Rights for Data Security and Privacy to the Provider upon execution of Exhibit "E". Provider shall have forty-five (45) business days to review each Subscribing LEA's Bill of Rights. However, the parties may agree to extend this timeframe. Provider will promptly notify the Subscribing LEA and may cancel the Exhibit E signed by the Subscribing LEA by providing notice to the email address the LEA provides on Exhibit "E"

The Provider does not collect APPR Data.

6. To amend Article II, Section 5 to add: Provider shall ensure that its subprocessors agree that they do not have any property, licensing or ownership rights or claims to Student Data or APPR data and that they will comply with applicable law, including 8 NYCRR 121.9 as applicable.. Provider shall examine the data privacy and security measures of its Subprocessors. If at any point a Subprocessor fails to materially comply with the requirements of this DPA, Provider shall: (i) notify LEA, (ii) as applicable, remove such Subprocessor's Access to Student Data and APPR Data; and (iii) as applicable, retrieve all Student Data and APPR Data received or stored by such Subprocessor and/or ensure that Student Data and APPR Data has been securely deleted or securely destroyed in accordance with this DPA. In the event there is an incident in which Student Data and APPR Data held, possessed, or stored by the Subprocessor is compromised, or unlawfully Accessed or disclosed, Provider shall follow the Data Breach reporting requirements set forth in the DPA.

7. In Article IV, Section 2, replace "otherwise authorized," with "otherwise required" and delete "or stated in the Service Agreement."

8. To amend Article IV, Section 3 to add: Provider shall ensure that all its employees and subprocessors who have Access to or will receive Student Data and APPR Data will be trained on the federal and state laws governing confidentiality of such Student Data and APPR Data prior to receipt. Access to or Disclosure of Student Data and APPR Data shall only be provided to Provider's employees and subprocessors who need to know the Student Data and APPR Data to provide the services and such Access and/or Disclosure of Student Data and APPR Data shall be limited to the extent necessary to provide such services.

9. To replace Article IV, Section 6 (Disposition of Data) with the following: Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within ninety (90) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Provider is prohibited from retaining disclosed Student Data or continuing to Access Student Data beyond the term of the Service Agreement unless such retention is expressly authorized for a prescribed period by the Service Agreement, necessary for purposes of facilitating the transfer of disclosed Student Data to the LEA, or expressly required by law. The confidentiality and data security obligations of Provider under this DPA shall survive any termination of this contract to which this DPA is attached but shall terminate upon Provider's certifying that it and it's subprocessors, as applicable: (a) no longer have the ability to Access any Student Data provided to Provider pursuant to the Service Agreement and/or (b) have destroyed all Student Data and APPR Data provided to Provider pursuant to this DPA. The Provider agrees that the timelines for disposition of data will be modified by any Assurance of Discontinuance, which will control in the case of a conflict. An Assurance of Discontinuance is issued by the Attorney General pursuant to Executive Law § 63(15).

Upon termination of this DPA, if no written request from the LEA is received, Provider must dispose of all student data after providing the LEA with ninety (90) days prior notice.

The duty to dispose of student data shall not extend to Student Data that had been de-identified. The LEA may employ a "**Directive for Disposition of Data"** form, a copy of which is attached hereto as **Exhibit "D",** or, with reasonable notice to the Provider, other form of its choosing.

10. To amend Article IV, Section 7 to add: 'Notwithstanding the foregoing, Provider is prohibited from using Student Data or APPR data for any Commercial or Marketing Purpose as defined herein. And add after (iii) account holder, "which term shall not include students."

11. To replace Article V, Section 1 (Data Storage) to state: Student Data and APPR Data shall be stored within the United States and Canada only. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.

12. To replace Article V, Section 2 (Audits) to state: No more than once a year or following an unauthorized Access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA or its designee(s) to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA . The Provider will cooperate reasonably with the LEA or its designee(s) and any local, state, or federal agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable Access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA.

    All audits shall be subject to the execution of a confidentiality agreement negotiated and agreed to by the parties , and scheduling according to the mutual convenience of the parties.

    To amend the third sentence of Article V. Section 3 (Data Security) to read: The Provider shall implement security practices that are in alignment with the NIST Cybersecurity Framework v1.1 or any update to this Framework that is adopted by the New York State Department of Education.

13. To replace Article V. Section 4 (Data Breach) to state: In the event of a Breach as defined in 8 NYCRR Part 121.1 Provider shall provide notification to LEA 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. Provider shall follow the following process:

    (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
    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 as known by Provider at the time of notification.
    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 as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
    v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided; and
    vi. The number of records affected, if known; and

vii. A description of the investigation undertaken so far; and

viii. The name of a point of contact for Provider.

(2) Provider agrees to adhere to all federal and state requirements 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.

(3) Provider further acknowledges and agrees to have a written incident response plan that 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 summary of said written incident response plan.

(4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians. Where a Breach of Student Data and/or APPR Data occurs that is attributable to Provider and/or its Subprocessors, Provider shall pay for or promptly reimburse LEA for the full cost of notification to Parents, Eligible Students, teachers, and/or principals.

(5) In the event of a breach originating from LEA's use of the Service, Provider shall - cooperate with LEA consistent with 8 NYCRR 121 (as applicable) to the extent necessary to expeditiously secure Student Data.

(6) Provider and its subprocessors will cooperate with the LEA, the NYSED Chief Privacy Officer and law enforcement where necessary, in any investigations into a Breach. Any costs incidental to the required cooperation or participation of the Provider will be the sole responsibility of the Provider if such Breach is attributable to Provider or its subprocessors.

14. To amend the definitions in Exhibit "C" as follows:

– "Subprocessor" is equivalent to subcontractor. It is a third party who the provider uses for data collection, analytics, storage, or other service to allow Provider to operate and/or improve its service, and who has access to Student Data.

– "Provider" is also known as third party contractor. It any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement 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. Such term shall include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities and is not an educational agency and a not-for-profit corporation or other non-profit organization, other than an educational agency.

16. To add to Exhibit "C" the following definitions:
   - **Access:** The ability to view or otherwise obtain, but not copy or save, Student Data and/or APPR Data arising from the on-site use of an information system or from a personal meeting.
   - **APPR Data**: Personally Identifiable Information from the records of an Educational Agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law §§ 3012-c and 3012-d
   - **Commercial or Marketing Purpose:** In accordance with § 121.1(c) of the regulations of the New York Commissioner of Education, the Disclosure, sale, or use of Student or APPR Data for the purpose of directly or indirectly receiving remuneration, including the Disclosure, sale, or use of

Student Data or APPR Data for advertising purposes, or the Disclosure, sale, or use of Student Data to develop, improve, or market products or services to Students.

- **Disclose or Disclosure**: The intentional or unintentional communication, release, or transfer of Student Data and/or APPR Data by any means, including oral, written, or electronic.
- **Encrypt or Encryption**: As defined in the Health Insurance Portability and Accountability Act of 1996 Security Rule at 45 CFR § 164.304, encrypt means the use of an algorithmic process to transform Personally Identifiable Information into an unusable, unreadable, or indecipherable form in which there is a low probability of assigning meaning without use of a confidential process or key.
- **Release:** Shall have the same meaning as Disclose
- **LEA:** As used in this DPA and all Exhibits, the term LEA shall mean the educational agency, as defined in Education Law Section 2-d, that has executed the DPA; if the LEA is a board of cooperative educational services, then the term LEA shall also include Participating School Districts for purposes of the following provisions of the DPA: Article I, Section 2; Article II, Sections 1 and 3; and Sections 1, 2, and 3 of Article III.
- **Participating School District**: As used in Exhibit G and other Exhibits to the DPA, the term Participating School District shall mean a New York State educational agency, as that term is defined in Education Law Section 2-d, that obtains access to the Services through a CoSer agreement with LEA, and shall include LEA if it uses the Services in its own educational or operational programs.

Exhibit "J"
LEA Documents

LEA's Data Security and Privacy Policy, Parents Bill of Rights for Data Security and Privacy, and supplemental information for this service agreement can be accessed at:

https://sdpc.a4l.org/ny_dp_bor_url.php?districtID=12870

Exhibit "K"
Provider Security Policy

Provider's Data Security and Privacy Plan can be accessed at: legal.nwea.org/nwea-ny-privacy-and-security-plan.html

https://www.hmhco.com/policy/prek-12-products-privacy-policy

NWEA_HMH_NY_HMHResponse_finalversion_updated

Final Audit Report   2025-12-23

Created:	2025-12-22
By:	TEC SDPA (mmcgrath@tec-coop.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAR6KDx5Y2vTpsvnvGWmbSOj5rwP0Q8LYC

"NWEA_HMH_NY_HMHResponse_finalversion_updated" History

Document created by TEC SDPA (mmcgrath@tec-coop.org)
2025-12-22 - 6:12:53 PM GMT

Document emailed to ashley.poreda@hmhco.com for signature
2025-12-22 - 6:13:04 PM GMT

Email viewed by ashley.poreda@hmhco.com
2025-12-23 - 1:27:22 PM GMT

Signer ashley.poreda@hmhco.com entered name at signing as Ashley Poreda
2025-12-23 - 1:29:39 PM GMT

Document e-signed by Ashley Poreda (ashley.poreda@hmhco.com)
Signature Date: 2025-12-23 - 1:29:41 PM GMT - Time Source: server

Agreement completed.
2025-12-23 - 1:29:41 PM GMT

NWEA_HMH_NY_HMHResponse_finalversion_ updated - signed_final

Final Audit Report

2025-12-29

Created:	2025-12-24
By:	TEC SDPA (mmcgrath@tec-coop.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4fJWs2xtzOI430DnG-O9DxEpaWHQIZA7

"NWEA_HMH_NY_HMHResponse_finalversion_updated - signed_final" History

📄 Document created by TEC SDPA (mmcgrath@tec-coop.org)
2025-12-24 - 3:28:21 PM GMT

✉ Document emailed to tmuller@wswheboces.org for signature
2025-12-24 - 3:28:29 PM GMT

📄 Email viewed by tmuller@wswheboces.org
2025-12-29 - 1:55:26 PM GMT

✍ Signer tmuller@wswheboces.org entered name at signing as Anthony Muller
2025-12-29 - 1:57:19 PM GMT

✍ Document e-signed by Anthony Muller (tmuller@wswheboces.org)
Signature Date: 2025-12-29 - 1:57:21 PM GMT - Time Source: server

✅ Agreement completed.
2025-12-29 - 1:57:21 PM GMT

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 including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to itsthe use and maintenance of Student Data

2. **Student Data to Be Provided**. In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit "B"**.

3. **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 terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

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 DPA 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 Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above. Notwithstanding the foregoing, Provider retains all right, title and interest in and to any and all of Provider's software, materials, tools, forms, documentation, training and implementation materials and intellectual property (collectively, "Provider Materials".) Provider grants to LEA a personal, nonexclusive license to use the Provider materials for its own non-commercial, incidental use as set forth in the end user license agreement accompanying such Provider Materials and as contemplated herein.

2. **Parent Access**. To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services.. Provider shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the written request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA's request for Student Data in a student's records held by the Provider to view or correct as necessary. In the event that a parent of a student 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 Student-Generated Content is stored or maintained by the Provider, Provider shall, at the request of the LEA, transfer, or provide a mechanism for the LEA to transfer, said Student-Generated Content to a separate account created by the student.[Intentionally Deleted]

permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

5. **De-Identified Data**: Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any external document ~~that names~~in which the LEA ~~explicitly or indirectly~~is identifiable, the Provider shall obtain the LEA's written approval ~~of~~within any constraints provided by the ~~manner in which de-identified data is presented~~LEA.

6. **Disposition of Data**. Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified ~~or placed in a separate student account pursuant to section II 3.~~. The LEA may employ a "Directive for Disposition of Data" form, a copy of which is attached hereto as **Exhibit "D"**. ~~If~~Upon receipt of a written request from the LEA ~~and~~, Provider will promptly employ Exhibit "D~~," no further written request or notice is required on the part of either party prior to the disposition of Student Data described in Exhibit "D.~~".

7. **Advertising Limitations.** Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning purposes (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits

ARTICLE V: DATA PROVISIONS

1. **Data Storage**. Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.

2. **Audits.** ~~No more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of~~

~~10~~

~~10~~

~~10~~

~~services to the LEA.~~At least once a year, except in the case of a verified breach, the Provider will provide the LEA a report from an independent third party audit of its privacy and security controls. The Provider will cooperate reasonably with the LEA and any local, state, or federal agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

3. **Data Security**. The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment~~.~~ to "Exhibit H". Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.

4. **Data Breach**. In the event of an actual unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA 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. Provider shall follow the following process:

    (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:

        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 as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
        v.   A general description of the breach incident, if that information is possible to determine at the time the notice is provided.

    (2) Provider agrees to adhere to all federal and state requirements applicable to Provider 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.

    (3) Provider further acknowledges and agrees to have a written incident response plan that reflects ~~best~~commercially reasonable 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 written request, with a summary of said written

incident response plan.

    (4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.

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

ARTICLE VI: GENERAL OFFER OF 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 **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

ARTICLE VII: MISCELLANEOUS

1. **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. Either party may terminate this DPA and any ~~service agreement~~Service Agreement or contract while in effect if the other party materially breaches any terms of this DPA provided that Provider has been given notice of such breach, in writing, and has had a reasonable period of time, but in no event less than forty-five (45) days, to remedy such breach prior to termination.

2. **Effect of Termination Survival**. If the Service Agreement is terminated, the upon written request by LEA, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.

3. **Priority of Agreements**. This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between the SDPC Standard Clauses and the Supplemental State Terms, the Supplemental State Terms will control. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.

4. **Entire Agreement**. This DPA and the Service Agreement constitute 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.

5. **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.

6. **Governing Law; Venue and Jurisdiction**. THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, 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 OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.

7. **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. In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the any such successor will assume the obligations of ~~the~~this DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it ~~disapproves of~~has an ~~reasonable~~ objection to the successor to whom the Provider is selling, merging, or otherwise disposing of its business, provided that all payments that are owed or due for services previously rendered, in part or in full, under any Service Agreement or otherwise between the LEA and Provider in existence at the time of such succession, are paid prior to termination.

8. **Authority.** Each party represents that it is authorized to bind to the terms of this DPA, 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.

9. **Waiver**. No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

Exhibit "G"
New York

WHEREAS, the documents and data transferred from LEAs and created by the Provider's Services are also subject to several state laws in New York. Specifically, those laws are New York Education Law § 2-d; and the Regulations of the Commissioner of Education at 8 NYCRR Part 121; and

WHEREAS, the Parties wish to enter into these additional terms to the DPA to ensure that the Services provided conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties;

WHEREAS, the Parties wish these terms to be hereby incorporated by reference into the DPA in their entirety for New York;

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

1. All employees of the Provider who will have direct contact with students shall pass criminal background checks.

2. Student Data will be used by Provider exclusively to provide the Services identified in Exhibit A to the DPA.

3. Provider agrees to maintain the confidentiality and security of Student Data in accordance with ~~LEA's Data Security~~this DPA and ~~Privacy Policy.~~applicable law and regulations. The LEA's Data Security Policy is attached hereto as Exhibit J. Each Subscribing LEA will provide its Data Security Policy to the Provider upon execution of Exhibit "E". Provider shall have forty-five (45) business days to review each Subscribing LEA's Data Security and Privacy Policy. However, the parties may agree to extend this timeframe. Provider will promptly notify the Subscribing LEA and may cancel the Exhibit E signed by the Subscribing LEA by providing notice to the email address the LEA provides on Exhibit "E". Provider shall use industry standard security measures including encryption protocols that comply with New York law and regulations to preserve and protect Student Data and APPR Data. Provider must Encrypt Student Data and APPR Data at rest and in transit in accordance with applicable New York laws and regulations.

4. Provider represents that their Data Privacy and Security Plan can be found at the URL link listed in Exhibit K and is incorporated into this DPA. Provider warrants that its Data Security and Privacy Plan, at a minimum: (a)implements all applicable state, federal and local data privacy and security requirements; (b) has operational technical safeguards and controls in place to protect PII that it will receive under the service agreement; (c) complies with the LEA's parents bill of rights for data privacy and security; (d) requires training of all providers' employees, assignees and subprocessors who have Access to student data or APPR data; (e) ensures subprocessors are required to protect PII received under this service agreement; (f) specifies how data security and privacy incidents that implicate PII will be managed and ensuring prompt notification to the LEA, and (g) addresses Student Data return, deletion and destruction.

5. In addition to the requirements described in Paragraph 3 above, the Provider's Data Security and Privacy Plan shall be deemed to incorporate the LEA's Parents Bill of Rights for Data Security and Privacy, as found at the URL link identified in Exhibit J. The Subscribing LEA will provide its Parents Bill of Rights for Data Security and Privacy to the Provider upon execution of Exhibit "E". Provider shall have forty-five (45) business days to review each Subscribing LEA's Bill of Rights. However, the parties may agree to extend this timeframe. Provider will promptly notify the Subscribing LEA and may cancel the Exhibit E signed by the Subscribing LEA by providing notice to the email address the LEA provides on Exhibit "E"

1. ~~All references in the DPA to "Student Data" shall be amended to include and state, "Student Data and APPR Data."~~

   The Provider does not collect APPR Data.

6. To amend Article II, Section 5 to add: Provider shall ensure that its subprocessors agree that they do not have any property, licensing or ownership rights or claims to Student Data or APPR data and that they will comply with applicable law, including 8 NYCRR 121.9 as applicable.~~the LEA's Data Privacy DPA or equally restrictive data privacy terms and Security Policy~~conditions. Provider shall examine the data privacy and security measures of its Subprocessors. If at any point a Subprocessor fails to materially comply with the requirements of this DPA, Provider shall: (i) notify LEA, (ii) as applicable, remove such Subprocessor's Access to Student Data and APPR Data; and (iii) as applicable, retrieve all Student Data and APPR Data received or stored by such Subprocessor and/or ensure that Student Data and APPR Data has been securely deleted or securely destroyed in accordance with this DPA. In the event there is an incident in which Student Data and APPR Data held, possessed, or stored by the Subprocessor is compromised, or unlawfully Accessed or disclosed, Provider shall follow the Data Breach reporting requirements set forth in the DPA.

7. In Article IV, Section 2, replace "otherwise authorized," with "otherwise required" and delete "or stated in the Service Agreement."

8. To amend Article IV, Section 3 to add: Provider shall ensure that all its employees and subprocessors who have Access to or will receive Student Data and APPR Data will be trained on the federal and state laws governing confidentiality of such Student Data and APPR Data prior to receipt. Access to or Disclosure of Student Data and APPR Data shall only be provided to Provider's employees and subprocessors who need to know the Student Data and APPR Data to provide the services and such Access and/or Disclosure of Student Data and APPR Data shall be limited to the extent necessary to provide such services.

9. To replace Article IV, Section 6 (Disposition of Data) with the following: Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within ninety (90) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Provider is prohibited from retaining disclosed Student Data or continuing to Access Student Data beyond the term of the Service Agreement unless such retention is expressly authorized for a prescribed period by the Service Agreement, necessary for purposes of facilitating the transfer of disclosed Student Data to the LEA, or expressly required by law. The confidentiality and data security obligations of Provider under this DPA shall survive any termination of this contract to which this DPA is attached but shall terminate upon Provider's certifying that it and it's subprocessors, as applicable: (a) no longer have the ability to Access any Student Data provided to Provider pursuant to the Service Agreement and/or (b) have destroyed all Student Data and APPR Data provided to Provider pursuant to this DPA. The Provider agrees that the timelines for disposition of data will be modified by any Assurance of Discontin~~uation~~uance, which will control in the case of a conflict. An Assurance of Discontin~~ation~~uance is issued by the Attorney General pursuant to Executive Law § 63(15). ~~disposition of data will be modified by any assurance of discontinuation, which will control in the case of a conflict.~~

   Upon termination of this DPA, if no written request from the LEA is received, Provider ~~shall~~may

dispose of all student data after providing the LEA with ninety (90) days prior notice.

The duty to dispose of student data shall not extend to Student Data that had been de-identified ~~or placed in a separate student account pursuant to section II 3.~~. The LEA may employ a "**Directive for Disposition of Data**" form, a copy of which is attached hereto as **Exhibit "D",** or, with reasonable notice to the Provider, other form of its choosing. ~~No further written request or notice is required on the part of either party prior to the disposition of Student Data described in~~ **~~"Exhibit D".~~**

10. To amend Article IV, Section 7 to add: 'Notwithstanding the foregoing, Provider is prohibited from using Student Data or APPR data for any Commercial or Marketing Purpose as defined herein. And add after (iii) account holder, "which term shall not include students."

11. To replace Article V, Section 1 (Data Storage) to state: Student Data and APPR Data shall be stored within the United States and Canada only. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.

12. To replace Article V, Section 2 (Audits) to state: No more than once a year or following an unauthorized Access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA or its designee(s) to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA . The Provider will cooperate reasonably with the LEA or its designee(s) and any local, state, or federal agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable Access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA.

~~Upon request by the New York State Education Department's Chief Privacy Officer (NYSED CPO), Provider shall provide the NYSED CPO with copies of its policies and related procedures that pertain to the protection of information. In addition, the NYSED CPO may require Provider to undergo an audit of its privacy and security safeguards, measures, and controls as they pertain to alignment with the requirements of New York State laws and regulations, and alignment with the NIST Cybersecurity Framework. Any audit required by the NYSED CPO must be performed by an independent third party at Provider's expense and the audit report must be provided to the NYSED CPO. In lieu of being subject to a required audit, Provider may provide the NYSED CPO with an industry standard independent audit report of Provider's privacy and security practices that was issued no more than twelve months before the date that the NYSED CPO informed Provider that it required Provider to undergo an audit. Failure to reasonably cooperate with any of the requirements in this provision shall be deemed a material breach of the DPA.~~

~~Notwithstanding the foregoing, all audits shall be made no more than once per year, during normal business hours, and not take longer than one (1) business day.~~ All audits shall be subject to the execution of ~~Provider's~~a confidentiality agreement negotiated and agreed to by the parties ~~containing reasonably standard terms~~, and scheduling according to the mutual convenience of the parties.

To amend the third sentence of Article V. Section 3 (Data Security) to read: The Provider shall implement security practices that are in alignment with the NIST Cybersecurity Framework v1.1 or any update to this

Framework that is adopted by the New York State Department of Education.

13. To replace Article V. Section 4 (Data Breach) to state: In the event of a Breach as defined in 8 NYCRR Part 121.1 Provider shall provide notification to LEA 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. Provider shall follow the following process:

(1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:

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 as known by Provider at the time of notification.

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 as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and

v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided; and

vi. The number of records affected, if known; and

vii. A description of the investigation undertaken so far; and

viii. The name of a point of contact for Provider.

(2) Provider agrees to adhere to all federal and state requirements 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.

(3) 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 summary of said written incident response plan.

(4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians. Where a Breach of Student Data and/or APPR Data occurs that is attributable to Provider and/or its Subprocessors, Provider shall pay for or promptly reimburse LEA for the full cost of notification to Parents, Eligible Students, teachers, and/or principals.

(5) In the event of a breach originating from LEA's use of the Service, Provider shall - cooperate with LEA consistent with 8 NYCRR 121 (as applicable) to the extent necessary to expeditiously secure Student Data.

(6) Provider and its subprocessors will cooperate with the LEA, the NYSED Chief Privacy Officer and law enforcement where necessary, in any investigations into a Breach. Any costs incidental to the required cooperation or participation of the Provider will be the sole responsibility of the Provider if such Breach is attributable to Provider or its subprocessors.

14. To amend the definitions in Exhibit "C" as follows: