

Addendum A

Monroe #1 BOCES Parents' Bill of Rights for Data Privacy and Security

<https://www.monroe.edu/domain/1478>

The Monroe #1 BOCES seeks to use current technology, including electronic storage, retrieval, and analysis of information about students' education experience in the BOCES, to enhance the opportunities for learning and to increase the efficiency of our operations.

The Monroe #1 BOCES seeks to ensure that parents have information about how the BOCES stores, retrieves, and uses information about students, and to meet all legal requirements for maintaining the privacy and security of protected student data and protected principal and teacher data, including Section 2-d of the New York State Education Law.

To further these goals, the BOCES has posted this Parents' Bill of Rights for Data Privacy and Security.

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents have the right to inspect and review the complete contents of their child's education record. The procedures for exercising this right can be found in Student Records Policy 6320. (<https://www.monroe.edu/6320>)
3. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by the State is available at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> and a copy may be obtained by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing, to:

Chief Privacy Officer
New York State Education Department
Room 863 EBA
89 Washington Avenue
Albany, New York 12234.

or
Monroe One Data Protection Officer
William Gregory
Monroe #1 BOCES
41 O'Connor Road
Fairport, NY 14450

Addendum B

PARENTS' BILL OF RIGHTS – SUPPLEMENTAL INFORMATION ADDENDUM

1. **EXCLUSIVE PURPOSES FOR DATA USE:** The exclusive purposes for which "student data" or "teacher or principal data" (as those terms are defined in Education Law Section 2-d and collectively referred to as the "Confidential Data") will be used by PikMyKid (the "Contractor") are limited to the purposes authorized in the PikMyKid Site License Agreement between the **Contractor and Monroe 1 BOCES (the "BOCES")**, executed by the parties in October 2020 (the "**Contract**").
2. **SUBCONTRACTOR OVERSIGHT DETAILS:** The Contractor will ensure that any subcontractors, or other authorized persons or entities to whom the Contractor will disclose the Confidential Data, if any, are contractually required to abide by all applicable data protection and security requirements, including but not limited to, those outlined in applicable State and Federal laws and regulations (e.g., Family Educational Rights and Privacy Act ("FERPA"); Education Law §2-d; 8 NYCRR §121).
3. **CONTRACT PRACTICES:** The Contract commences and expires on the dates set forth in the Contract, unless earlier terminated or renewed pursuant to the terms of the Contract. On or before the date the Contract expires, protected data will be exported to the BOCES or the participating school district in Cloud hosted by AWS in US data centers format and/or destroyed by the Contractor as directed by the BOCES.
4. **DATA ACCURACY/CORRECTION PRACTICES:** A parent or eligible student can challenge the accuracy of any "education record", as that term is defined in the FERPA, stored by the BOCES or participating school district in a Contractor's product and/or service by following the BOCES' or participating school district's procedure for requesting the amendment of education records under the FERPA. Teachers and principals may be able to challenge the accuracy of APPR data stored by BOCES or a participating school district in Contractor's product and/or service by following the appeal procedure in the BOCES' or participating school district's APPR Plan. Unless otherwise required above or by other applicable law, challenges to the accuracy of the Confidential Data shall not be permitted.
5. **SECURITY PRACTICES:** Confidential Data provided to Contractor by the BOCES or participating school district will be stored Cloud hosted by AWS in US data centers. The measures that Contractor takes to protect Confidential Data will align with the NIST Cybersecurity Framework, including but not necessarily limited to, disk encryption, file encryption, firewalls, and password protection.

Student Data transferred to Contractor by BOCES or participating school district will be stored in electronic memory (on servers or other computers) operated and maintained by or on behalf of Vendor in the United States. PikMyKd will protect the privacy and security of Student Data while it is stored in that manner include, but are not necessarily limited to: encryption to the extent required by Section 2-d; restricted physical access to the servers/computers; software-based solutions intended to prohibit unauthorized entry such as regularly updated virus scans, sfirewalls, and use of passwords; and administrative controls such as selective user access rights.

6. **ENCRYPTION PRACTICES:** The Contractor will apply encryption to the Confidential Data while in motion and at rest at least to the extent required by Education Law Section 2-d and other applicable law.

Addendum E

VENDOR'S DATA SECURITY AND PRIVACY PLAN

We take great pride in keeping your schools and students' personal information safe and private. We constantly evaluate and improve upon our own privacy practices and standards by challenging ourselves and every person who works at PikMyKid to think closely about student privacy. We work closely with schools to understand their needs and concerns through feedback sessions to increase data privacy.

As K-12 school service providers, we are honored to be entrusted by educators and families to support their school operation needs. We take the responsibility to both support the effective use of student information and safeguard student privacy and information security.



PikMyKid complies with FERPA and works with schools to provide the information they need upon request. We firmly support the fact that school districts should and do own and control their students' "Personal Student Information". We take great efforts to collaborate with customers to provide them the ability to access, modify, and delete this data consistent with FERPA, COPPA, and all other applicable laws.

PikMyKid understands how important privacy is to Parents and their students, the Schools and Educational Professionals who use our Services, and our Site visitors. We provide a platform to assist you in the school dismissal process. As we describe below, Schools and Parents determine the data that gets shared and used by PikMyKid to provide our Services. This Privacy Policy applies to our Site and our Services and describes the actions we take related to your data.

Capitalized terms that are not defined in this Privacy Policy have the meaning given them in our Terms of Use.

Information we collect

Information Schools give us -When Schools register for our Services, they provide certain information about the School, Parents, and students, such as Parent's name, email address and phone number, student ID, classroom and other information maintained in the School's information systems such as bus route number, teacher name, and information about student absences. We also receive information from Schools and Parents when they send us a message, for example by email or by submitting a help request through the Site. The School may also provide us information about Educational Professionals such as name, email address and cell phone number to take advantage of some of our Services.

Information you give us

When you register for our Services you provide certain information such as School name, student's name, point of contact name, physical address, email address and phone number. In addition, to use the Services you are required to provide your pick-up method and student's name. If you should discover incorrect information while using our Services, please contact support@pikmykid.com and we will assist in correcting the information.

Information we get when you use the Services

Like most websites and online services, certain information is automatically collected when you use our Services, visit our Site, read our emails, or otherwise communicate with us. For example, information about your device and its software, such as your IP address, browser type, Internet service provider, platform type, device type, operating system, date and time stamp, a unique ID that allows us to identify your browser, mobile device or your account, and other similar information. Information about the way you use our Service is also collected, for example, the site from which you came and the site to which you are going when you leave our website, the pages you visit, the links you click, how frequently you access the Site and use our Services, whether you open emails or click the links contained in emails, whether you access the Services or Site from multiple devices, and other actions you take on the Service or Site. When you access our Site or use our Services from a mobile device, we may collect unique identification numbers associated with your device or our mobile application, mobile carrier, device type, model and manufacturer, mobile device operating system brand and model. Your location may also be collected. We may also collect analytics data, or use third-party analytics tools, to help us measure traffic and usage information for our Services. Although we do our best to honor the privacy preferences of our visitors, we are not able to respond to Do Not Track signals from your browser at this time.

We and your School may also place advertisements on the Site. We collect information related to these advertisements such as who clicks on them, the School they are affiliated with and the time and date the advertisement was clicked.

Student Data

Through the course of providing Services, we may have access to personally identifiable information about students ("Student Data") that is provided by you. We have access to Student Data only as requested by the School and Parents and only for the purposes of performing Services on the School's behalf. The type of Student Data we collect will depend on how the School uses the Services.

We receive Student Data only from the School and Parents. We never interact with the student directly. Student Data is confidential. We do not use Student Data for any purpose other than to provide the Services on the School's behalf, in accordance with contractual agreements with the School. Our collection, use, and disclosure of Student Data is governed by our Terms of Use, our agreement(s) with the School, the provision of the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and all applicable laws which relate to the collection of Student

Data. Please contact your School if you have questions about the information they provide us and their use of technology service providers like PikMyKid.

How We Use Information

We use the information we collect to operate, maintain, and improve our Site, Services, and their functionality, and to communicate with our Schools and Parents. To the extent we share your information, we will only share it with those who adhere to standards that are consistent with our Privacy Policy and practices. We may disclose your information in the following ways:

Any information provided by Parents may be shared with Schools and any information provided by Schools may be shared with Parents to the extent authorized by the School.

Except to the extent it contains or comprises Student Data, whether alone or when combined, We may share non-identifying and aggregated information with third parties, including advertisers and sponsors. We will never target advertisements to students or sell students' personally identifiable information to third parties for any purpose.

In response to subpoenas, court orders, or legal process, from law enforcement agencies or state and federal regulators, or as otherwise required by law;

In these types of transactions, user information is typically one of the business assets that are transferred.

Moreover, if company, or substantially all of its assets were acquired, or in the unlikely event that company goes out of business or enters bankruptcy, user information would be one of the assets that is transferred or acquired by a third party. In connection with an actual or proposed corporate merger, acquisition, asset purchase, or other transaction or proceeding involving all or part of the business or assets to which the information pertains. In these types of transactions, user information is typically one of the business assets that are transferred. Moreover, if company, or substantially all of its assets were acquired, or in the unlikely event that company goes out of business or enters bankruptcy, user information would be one of the assets that is transferred or acquired by a third party. Any acquirer of the company may only be permitted to acquire user information if the new company agrees to offer privacy and security terms no less stringent than ours. In this case, the successor entity is subject to all applicable Federal, State laws and applicable Student privacy laws. We will also work with successor to ensure the privacy and security terms are no less stringent than ours. You acknowledge that such transfers may occur and that any acquirer of company may continue to use parent Information and Children's Personal Information as set forth in this policy.

To other companies to: comply with various reporting obligations; for business or marketing purposes; or to assist in understanding your interests, habits, and usage patterns for certain programs, content, services, advertisements, promotions, and functionality available through the Site or as part of the Services.

From time to time, we may use your information to contact you via e-mail to determine whether you are happy with our services and send you customer satisfaction surveys. We may also contact you by e-mail to advise you of offers, promotions or other information from our sponsor companies or advertisers. You retain the ability to "opt out" of such e-mail communications by following the opt-out procedures in the email. You will not be able to opt out, however, of viewing sponsor information that appears on the Site.

We disclose your information to companies we use as contractors or agents to perform services for us, such as administering our websites, systems, and software, hosting maintenance, and other such services. These service providers may have access to or process your information to the extent it is necessary for them to perform services for us.

To protect rights, property, or safety. In connection with an actual or proposed corporate merger, acquisition, asset purchase, or other transaction or proceeding involving all or part of the business or assets to which the information pertains.

We rely on Schools to provide us direction about how we can collect, use and share your information. You should contact your School if you have questions about their direction to us or the School's use of technology service providers like PikMyKid.

How we store and secure your information

We maintain reasonable administrative, technological and physical safeguards designed to improve the integrity, privacy, confidentiality, and security of your information.

All data is securely and exclusively hosted in a FERPA compliant data centers. User roles are clearly defined to manage the access level.

Student Personal Information is protected by a password for your privacy and security. You may help protect against unauthorized access to your account and Personal Information or Student Information by selecting and protecting your password appropriately and limiting access to your computer and browser by signing off after you have finished accessing your account.

Company endeavors to protect user information to ensure that user account information is kept private, however, Company cannot guarantee the security of user account information. Unauthorized entry or use, hardware or software failure, and other factors may compromise the security of user information at any time. For additional information about the security measures Company uses in connection with the Website, please contact us at support@pikmykid.com

Like other online services, we cannot guarantee the security of any information you transmit to us or store on the Site and you do so at your own risk. We also cannot guarantee that such information may not be

accessed, disclosed, altered, or destroyed by unauthorized persons. If we learn of a security systems breach, then we may attempt to notify you electronically so that you can take appropriate protective steps. We may post a notice on the Site if a security breach occurs. Once your information is removed from the Site, copies of your information, other than Student Data, may remain stored in backup systems or cached and archived pages. We are not responsible for the practices employed by websites, applications or services linked to or from our Site.

Any information collected through the Service is stored and processed in the United States. If you use our Service outside of the United States, you consent to have your data transferred to the United States.

Children's privacy

In addition to the guidelines outlined in our Terms, we do not knowingly collect any information from children under the age of 13 and we rely on the School to provide notice and obtain parental consent and any other required authorizations for all student information we collect. Please contact us at support@pikmykid.com if you believe we have inadvertently collected personal information of a child under 13 without proper consent so that we may delete it as soon as possible. We will never target advertisements to students or sell students' personally identifiable information to third parties for any purpose.

Changes to Our Privacy Policy

We may modify or update this Privacy Policy from time to time. You should review this page periodically. If we make significant changes that affect your rights, we will take reasonable efforts to notify you of those changes via the email address provided by you or a prominent notification when you access the Site or use the Services. Your continued use of the Site or Services indicates that you have read, understood and agreed to the current version of our Privacy Policy. If you do not agree with our Privacy Policy, you can always opt-out by deleting your account and ceasing to use our Services.

Links to Third Party Sites or Apps

The Site may contain links to websites & apps operated and maintained by third parties, over which we have no control. Privacy policies on linked sites may be different from our Privacy Policy. You access such linked sites at your own risk. You should always read the privacy policy of a linked site before disclosing any information to such site.

How to contact us

If you have questions about this statement or need additional information regarding our privacy practices, please contact support@pikmykid.com.

This privacy policy was last modified on April 22, 2018. Effective Date: May 22, 2018

Addendum F
SCHEDULE OF DATA

Category of Data	Elements	Check if used by your system
Application Technology Meta Data	IP Addresses, Use of cookies etc.	
	Other application technology meta data Specify:	
Application Use Statistics	Meta data on user interaction with application	
Assessment	Standardized test scores	
	Observation data	
	Other assessment data (specify): <i>Student Personality Assessments</i>	
Attendance	Student school (daily) attendance data	
	Student class attendance data	
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)	

Category of Data	Elements	Check if used by your system
	Other demographic information Specify:	
Enrollment	Student school enrollment	X
	Student grade level	X
	Homeroom	X
	Guidance counselor	
	Specific curriculum programs	
	Year of graduation	
	Other enrollment information (specify):	
Parent/Guardian Contact Information	Address	
	Email	X
	Phone	X
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	X
Schedule	Student scheduled courses	
	Teacher names	
Special Indicator	English language learner information	
	Low income status	
	Medical alerts	
	Student disability information	

Category of Data	Elements	Check if used by your system
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator information(specify): <i>First Generation College Student</i>	
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	X
	State ID number	
	Vendor/App assigned student ID No.	
	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)	

Category of Data	Elements	Check if used by your system
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	X
	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	Pickup schedule