



# TECHNOLOGY SERVICES

1050 Main Street • Roseville, CA 95678  
Phone (916) 771-1645 • Fax (916) 771-1650

*Laura Assem, Director of Technology*

## Vendor Statement of Compliance for Data Privacy and Protection

This agreement is entered into between Roseville City School District ("LEA") and TeachingBooks.net ("Service Provider") 10/01/2018 ("Effective Date").

**WHEREAS**, the LEA and the Service Provider entered into an agreement for Educational Technology services;

**WHEREAS**, the LEA is a California public entity subject to all state and federal laws governing education, including but not limited to California Assembly Bill 1584 ("AB 1584"), the California Education Code, the Children's Online Privacy and Protection Act ("COPPA"), and the Family Educational Rights and Privacy Act ("FERPA");

**WHEREAS**, AB 1584 requires, in part, that any agreement entered into, renewed or amended after January 1, 2015 between a local education agency and a third-party service provider must include certain terms;

**NOW, THEREFORE**, the Parties agree as follows:

### Section I: General (All data)

- PASSWORD SECURITY.** All passwords are considered secure. Vendors may not disseminate any passwords unless specifically directed by Educational or Technology Services management. Vendors will not provide information concerning Admin accounts (ROOT Admin, container Admin, local NT administrator or Domain administrator) or their equivalent to any persons. District personnel ONLY will disseminate this information. Vendors will never create "back door" or "generic" user accounts on any systems unless specifically directed to do so by LEA management.  
Agree: Yes  No
- SYSTEM SECURITY.** Unauthorized access to or modification of District systems including file servers, routers, switches, NDS and Internet services is prohibited. Any attempt to bypass or subvert any District security system, both hardware and software is prohibited.  
Agree: Yes  No
- PRIVACY.** The vendor will adhere to all provisions of the Federal Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. 123g), California Education Code and District policies regarding the protection and confidentiality of data. At all times, the vendor will consider all data collected in the course of their duties to be protected and confidential. Release of this data can only be authorized by Technology & Information Services management and state and federal law.  
Agree: Yes  No



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4. **REUSE:** Vendors shall not copy, duplicate, sell, repackage or use for demonstration purposes any Roseville City School District data without the prior, written consent of Educational and Technology Services management.  
Agree: Yes  No
  
5. **TRANSPORT:** Vendor must provide a secure channel (S/FTP, HTTPS, SSH, VPN, etc) for the District to "push" data to the vendor and to extract data as required. Vendors will not have direct access to District systems and will not "pull" data at any time.  
Agree: Yes  No
  
6. **EXTERNAL SECURITY:** Vendor must attach to this document reasonable evidence that their system is secure from external hacking and attacks. Devices such as firewalls and technologies such as NAT are the minimum requirements. Active IDS or similar technology is preferred.  
Agree: Yes  No
  
7. **INTERNAL SECURITY:** Vendors must attach to this document reasonable evidence that their system is secure from internal hacking and attacks. Describe the interactions vendor personal (or their representatives) will have directly with District data. How is uploaded data from the District handled and processed? Who has access to this data? What happens to the data after the upload is complete? What security safeguards are in place to protected unauthorized access to District data? How are backup performed and who has access to and custody of the backup media? How long are backup maintained; what happens to the District data once the backup is "expired"? If any data is printed, what happens to these hard copy records?  
Agree: Yes  No
  
8. **DISTRICT ACCESS:** Vendor must provide a secure means (see Item 5 above) for the District to extract ALL data from the vendor system. This can either be an online extraction tool or a vendor provided extract as needed by the District (not to exceed quarterly). Describe the means and format of the data (delimited, Excel, MDB, SQL Dump).  
Agree: Yes  No
  
9. **TERMINATION:** Upon termination of this agreement as provided herein, vendor will permanently delete all customer data from their system as allowed by state and federal law. Vendor may be required to certify destruction of LEA data within 90 days of contract termination.  
Agree: Yes  No
  
10. **NOTICE OF BREACH:** Vendor must notify Roseville City School District's Superintendent and Director of Technology of any breach to the security of the system or breach in the security of the data, in the most expedient time possible and without unreasonable delay (Cal. Civ. Code §1798.29).  
Agree: Yes  No



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### **Section II: AB1584 Compliance** (Student information only)

1. Vendor agrees that the Roseville City School District retains ownership and control of all student data.  
Agree: Yes  No
2. Vendor must attach to this document a description of how student created content can be exported and/or transferred to a personal account  
Agree: Yes  No
3. Vendor is prohibited from allowing third-parties access to student information beyond those purposes defined in the contract  
Agree: Yes  No
4. Vendor must attach to this document a description of how parents, legal guardians and students can review and correct their personally identifiable information  
Agree: Yes  No
5. Vendor will attach to this document evidence how student data is kept secure and confidential  
Agree: Yes  No
6. Vendor will attach to this document a description of procedures for notifying affected parents, legal guardians or eligible students when there is an unauthorized disclosure of student records  
Agree: Yes  No
7. Vendor certifies that student records will not be retained or available to a third party once the contract has expired or is canceled (See Page 2, Item 9).  
Agree: Yes  No
8. Vendor will attach to this document a description of how they and any third party affiliates comply with FERPA  
Agree: Yes  No
9. Vendor and its agents or third parties are prohibited from using personally identifiable information from student records to target advertising to students  
Agree: Yes  No



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### **Section III: SB 1177 SOPIPA Compliance** (Student information only)

1. Vendors cannot target advertising on their website or any other website using information acquired from students  
Agree: Yes  No
2. Vendors cannot create a profile for a student except for school purposes as defined in the executed contract  
Agree: Yes  No
3. Vendors cannot sell student information  
Agree: Yes  No
4. Vendors cannot disclose student information unless for legal, regulatory, judicial, safety or operational improvement reasons  
Agree: Yes  No
5. Vendors must attach to this document evidence of how student information is protected through reasonable security procedures and practices  
Agree: Yes  No
6. Vendors must delete district-controlled student information when requested by the school district  
Agree: Yes  No
7. Vendors must disclose student information when required by law, for legitimate research purposes and for school purposes to educational agencies.  
Agree: Yes  No

As an authorized representative of my organization, I accept the conditions listed in this document.

Roseville City School District

10/9/2018

Date

Nick Glass, Founder & Executive Director

10/9/18

Date



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### Exhibits

#### Section I.6 External Security:

The TeachingBooks.net site is hosted at Amazon Web Services (AWS) on an EC2 instance (for the web server) and an RDS instance (for the database). Both have firewalls (AWS doesn't let you \*not\* have a firewall) that limit access to only the services required (e.g. HTTPs, SFTP on the web server). Access to the database instance is further limited by source IP so that even on the MySQL port it cannot be accessed except through TB instances (specifically the web server).

We are also running active intrusion detection on the web server to try and prevent/mitigate attacks of various kinds on the ports that are open. These are mostly SQL injection and similar attacks against the website, but the monitor also looks at other things.

#### Section I.7 Internal Security:

TeachingBooks.net can be used without any uploaded district data. In the event that Roseville requests that TeachingBooks create educator records for instructional staff, this information is processed through a secure server. The information required is purposefully minimal and generally publically available: first name, last name, email address, role (teacher, librarian, or administrator), and grades served. After the upload is complete the upload file is deleted. Backups of the TeachingBooks database are performed by AWS and TeachingBooks' programmer, but aren't accessible to TeachingBooks staff. For internal security, only authorized, full-time TeachingBooks staff members have access to TeachingBooks data.

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#### Section II.2 Exporting of student created content:

There is no student created content on TeachingBooks.net. No student information is collected or stored by TeachingBooks.

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#### Section II.4 Review and correcting personally identifiable information:

TeachingBooks.net does not collect or store student information.

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#### Section II.5 Securing student data:

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TeachingBooks.net does not collect or store student information.

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### Section II.6 Disclosure notification:

TeachingBooks.net does not collect or store student information.

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### Section II.8 FERPA compliance:

TeachingBooks.net does not collect or store student information.

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### Section III.5 How student data is protected:

TeachingBooks.net does not collect or store student information.

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