

Accelerate Learning Inc. & California AB 1584 Compliance Policy Statement

Effective August 1, 2015

Accelerate Learning, Inc. Compliance with California AB 1584 Effective August 1, 2015

Policy Statement: Technology services agreements entered into, amended, or renewed by California school districts on or after January 1, 2015 must include specific requirements. These requirements apply to contracts for services that utilize electronic technology, including cloud-based services, for the digital storage, management, and retrieval of pupil records, as well as educational software that authorizes a third-party provider to access, store, and use pupil records.

1. **Pupil records continue to be the property of and under the control of the school district.**

ALI Response:

- a. Accelerate Learning, Inc. (ALI) makes no claim of ownership of any kind on a district's student records. A district manages the personnel who facilitate entering and maintaining all student data through student file submissions or manual entry.

2. **A description of the means by which pupils may retain possession and control of their own pupil-generated content, if applicable, including options by which a pupil may transfer pupil-generated content to a personal account.**

ALI Response:

- a. Appropriate district personnel may print a summary of a student's work and provide it to the student for their records.

3. **A prohibition against the third party using any information in the pupil record for any purpose other than those required or specifically permitted by the contract.**

ALI Response:

- a. ALI does not use any student information for any purpose other than those required to fulfill its services.

4. **A description of the procedures by which a parent, legal guardian, or eligible pupil may review personally identifiable information in the pupil's records and correct erroneous information.**

ALI Response:

- a. Student guardians may request appropriate district personnel to review their student's information and submit requests for any modifications to be made. ALI does not respond to parent requests to change student data

5. **A description of the actions the third party will take—including the designation and training of responsible individuals—to ensure the security and confidentiality of pupil records.**

ALI Response:

- a. Districts are able to manually enter their data directly into the system, or merge their information through data file submissions. District staff complete these tasks using their assigned user name and password. The school district's personnel prepare the student import files that are submitted to the system. These files are processed through a private, secure SFTP area that is not shared with any other resource. All actions can be performed without the assistance of ALI staff. Appropriate district administrative personnel are provided training on the maintenance of student data through the ALI portal. If a district's technical staff requires assistance, they are able to request assistance from ALI's technical staff.

6. **A description of the procedures for notifying the affected parent, legal guardian, or eligible pupil in the event of an unauthorized disclosure of the pupil's records.**

ALI Response:

- a. ALI will first verify that a breach has occurred. Upon verifying the event, ALI will contact by phone the appropriate district personnel. A full report of the incident will be emailed to the appropriate district staff.

7. **A certification that a pupil's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced.**

ALI Response:

- a. ALI certifies that all district tables and records shall not be retained by, or available to, ALI after 90 days past the completion of services. This will include production and backup data repositories. Upon the completion of this action, the District's system administrator will be notified.

8. **A description of how the local educational agency and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g).**

ALI Response:

- a. ALI meets all requirements of FERPA. Modifications to student records are logged and available for appropriate district staff to review. A district is able to maintain student records manually to make modifications. ALI intentionally requires minimal information, all of which is typically defined by districts as “Directory Information” (Title 20 › Chapter 31 › Subchapter III › Part 4 › § 1232g). If district personnel have any questions or concerns regarding FERPA compliance, they may contact ALI Technical Support for more details.

9. **A prohibition against the third party using personally identifiable information in pupil records to engage in targeted advertising.**

ALI Response:

- a. ALI does not utilize any student information in advertising of any form.