

STUDENT DATA PRIVACY SPECIAL TERMS AND CONDITIONS

This Student Data Privacy Special Terms and Conditions dated March 30, 2017 (hereinafter "Agreement") is by and between Dedham Public Schools ("DPS") and Lexia Learning Systems, LLC ("Contractor"), a contractor performing institutional services and functions that will require student data to perform those services and functions.

1. Contractor and DPS have contracted for the Contractor to provide online access to Lexia Reading Core 5 annual SaaS-based subscription licenses, as specified in the applicable Lexia order quote ("the Services"), which are institutional services and functions, to DPS. In the course of performing the Services, Contractor will obtain confidential student records and/or confidential student record information that contain personally identifiable student records, data and/or personally identifiable student information in other non-public information, including, but not limited to student data, meta data and user content ("Data Files"). DPS and Contractor acknowledge and agree that this Agreement is for the purpose of sharing Data Files between the parties in a manner consistent with the Family Education Records Privacy Act of 1974 ("FERPA") and Massachusetts student record regulations, 603 C.M.R. 23.00 ("State Regulations"). The Data Files will be used by the Contractor and its employees to populate student data only for the purpose of delivering these Services. Contractor further acknowledges and agrees that all copies of such Data Files, including any modifications or additions to Data Files or any portion thereof from any source, are subject to the provisions of this Agreement in the same manner as the original Data Files. The ability to access or maintain Data Files and/or any portion thereof under this Agreement shall not under any circumstance transfer from Contractor to any other party.

2. Contractor acknowledges and agrees that it is providing institutional services or functions for DPS and that it is under direct control of DPS with respect to the use and maintenance of Data Files in connection with these Services. Contractor additionally acknowledges and agrees that at no point in time is the Contractor the owner of the Data Files. Ownership rights are maintained by DPS and DPS reserves the right to request the prompt return of any portion of the Data Files and/or all Data Files at any time for any reason whatsoever. Contractor further acknowledges and agrees that it shall adhere to the requirements set forth in both federal and state law regarding the use and re-disclosure of the Data Files or any portion thereof, including without limitation, any student data, meta data, user content or other non-public information and/or personally identifiable information contained within the Data Files. Contractor also acknowledges and agrees that it shall not make any re-disclosure of any Data Files or any portion thereof, including without limitation, any student data, meta data, user content or other non-public information and/or personally identifiable information contained in the Data Files, without the express written consent of DPS. Additionally, Contractor agrees that only authorized employees of the Contractor directly involved in delivering the Services shall have access to the Data Files or any portion thereof, including without limitation, any student data, meta data, user content or other non-public information and/or personally identifiable information contained in the Data Files and that it and its employees shall protect the confidentiality of the Data Files or any portion thereof, including without limitation, any student data, meta data, user content or other non-public information and/or personally identifiable information contained in the Data

Files in such a way that parties other than officials of DPS and their authorized agents cannot identify any students.

3. Contractor also acknowledges and agrees to:
- (i) use Data Files shared under this Agreement for no purpose other than in connection with and through the provision of the Services provided under this Agreement with DPS.
 - (ii) use reasonable methods, including but not limited to, appropriate technical, physical and administrative safeguards, that reflects technology best practices and is consistent with industry standards, to protect the Data Files and/or any portion thereof from re-disclosure that is created, sent, received, stored, processed or transmitted in connection with the Services under this Agreement while the Data Files and/or any portion thereof contained therein is both at rest and in transit. Contractor further acknowledges and agrees to conduct periodic risk assessments and remediate any identified security and privacy vulnerabilities in a timely manner.
 - (iii) not share the Data Files and/or any portion thereof received under this Agreement with any other entity without prior written approval from DPS and the prior written approval of the parent/guardian of the student or eligible student.
 - (iv) not copy, reproduce or transmit the Data Files and/or any portion thereof, except as necessary to fulfill the Services.
 - (v) not re-disclose, transfer or sell the Data Files and/or any portion thereof.
 - (vi) not to use the Data Files and/or any portion thereof to market or otherwise advertise directly to students and/or their parents/guardians.
 - (vii) not to use the Data Files and/or any portion thereof to inform, influence or guide marketing or advertising efforts or to develop a profile of a student or group of students for any commercial or other purposes.
 - (viii) not to use the Data Files and/or any portion thereof contained therein for the development of commercial products or services.
 - (ix) not to mine the Data Files and/or any portion thereof for any purposes other than those agreed to by the parties. Contractor further acknowledges that data mining or scanning of user content for the purpose of advertising or marketing to students or their parents/guardians is expressly prohibited.
 - (x) notify the Chief Information Officer for DPS in writing promptly and without unreasonable delay following its determination that it has experienced a data breach, breach of security, privacy incident or unauthorized acquisition or use of any Data Files and/or any portion thereof contained therein as required under applicable law. Contractor agrees that said notification shall include, to the extent feasible, the date or approximate dates of such incident and the nature thereof, the specific scope of said breach (i.e., what data was accessed, used, released or otherwise breached, including the names of individual students that were affected by said breach) and what actions or steps with respect to the incident that Contractor plans to take or has taken in response to said breach. Additionally, Contractor agrees to adhere to all requirements in the Massachusetts Data Breach law and in federal law with respect to a data

breach related to the Data Files, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach. Contractor further acknowledges and agrees to have a written incident response policy 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 Data Files or any portion thereof, including personally identifiable information and agrees to provide DPS, upon request, with a copy of said written incident response policy.

- (xi) not provide any Data Files or any portion thereof to any party ineligible to receive student records and/or student record data and information protected by FERPA and State Regulations or prohibited from receiving the Data Files or any portion thereof and/or any personally identifiable information from any entity under 34 CFR 99.31(a)(6)(iii).
- (xii) maintain backup copies, backed up at least daily, of Data Files in case of Contractor system failure or any other unforeseen event resulting in loss of Data Files or any portion thereof:
- (xiii) upon receipt of a written request from DPS, provide DPS with any specified portion of the Data Files within three (3) calendar days of receipt of said request.
- (xiv) upon receipt of a written request from DPS, immediately begin the process of returning all Data Files over to DPS and subsequently erasing and/or otherwise destroying any Data Files, be it digital, archival or physical form, including without limitation any copies of the Data Files or any portions thereof that may reside in system backups (provided that any deletion in system backups are in accordance with commercially reasonable processes that preserve network security), temporary files or other storage media and or are otherwise still in Contractor's possession and/or in the possession of any subcontractors, or agents to which the Contractor may have transferred Data Files or any portion thereof, in a manner consistent with technology best practices and industry standards for secure data disposal methods such that Contractor and/or any of its subcontractors or agents are no longer in possession of any Data Files belonging to DPS and to ensure that the Data Files cannot be recovered and are securely destroyed and to provide DPS with any and all Data Files in Contractor's possession, custody or control within a commercially reasonable time of receipt of said request, not to exceed thirty (30) calendar days. Contractor also will provide DPS with written certification upon written request from DPS, including a reasonably descriptive inventory of its Data Files destruction, and with written certification, including an inventory of all Data Files returned to DPS, within fifteen (15) days of its receipt of DPS request for destruction of Data Files.
- (xv) in the event of the Contractor's cessation of operations, promptly return all Data Files to DPS in an organized, manageable manner and subsequently erasing and/or otherwise destroying any Data Files, be it digital, archival or physical form, including without limitation any copies of the Data Files or any portions thereof that may reside in system backups, temporary files or other storage media and or are otherwise still in Contractor's possession and/or in the possession of any subcontractors, or agents to which the Contractor may have transferred Data Files or any portion thereof, in a manner consistent with technology best practice and industry standards for secure data disposal methods such that Contractor and/or any of its subcontractors or agents are no longer in possession of any student work

belonging to DPS and to ensure that the Data Files cannot be recovered and are securely destroyed. Contractor also will provide DPS with written certification, including a reasonably descriptive inventory of its Data Files destruction, and an inventory of all Data Files returned to DPS, within fifteen (15) days of Contractor's cessation of its receipt of DPS written request.

- (xvi) not use, disclose, compile, transfer, sell the Data Files and/or any portion thereof to any third party or other entity or allow any other third party or other entity to use, disclose, compile, transfer or sell the Data Files and/or any portion thereof.
- (xvii) in the event that the Contractor and/or any of its subcontractors or agents to which the Contractor may have transferred Data Files or any portion thereof has technology or storage media that has failed and needs to be replaced or serviced, sanitized, erased and/or otherwise destroyed.
- (xviii) delete DPS Data Files that it collects or receives under this Agreement once the Services referenced in this Agreement lapses.
- (xix) upon receipt of a written litigation hold request from DPS, immediately implement a litigation hold and preserve all documents and data relevant identified by DPS and suspend deletion, overwriting, or any other possible destruction of documentation and data identified in, related to, arising out of and/or relevant to the litigation hold.
- (xx) upon receipt of a written request from DPS, provide DPS a statement of the security and privacy measures that are in place to ensure protection of the Data Files or any portion thereof, or a copy of third-party data storage vendors' most recent independent third-party data security audit results.
- (xxi) cooperate fully with DPS and any local, state, or federal agency with oversight authority/jurisdiction in connection with any audit or investigation of the Contractor and/or delivery of Services to students and/or DPS, and shall provide full access to Contractor's facilities, staff, agents and DPS Data Files and all records pertaining to the Contractor, DPS Data Files and delivery of Services to DPS. Failure to cooperate shall be deemed a material breach of the Contract.
- (xxii) not assign, subcontract or in any way transfer any interest in this Agreement without the prior written consent of DPS.
- (xxiii) Contractor acknowledges and agrees that de-identified DPS Data Files is defined as data files that have all direct and indirect personal identifiers removed, including any data that could be analyzed and linked to other data to identify the student or the student's family members, including without limitation parents/guardians. This includes, but is not limited to, name, ID numbers, date of birth, demographic information, location data, and federal, state and/or local school identification numbers. Contractor also acknowledges and agrees not to attempt to re-identify de-identified DPS Data Files and not to transfer de-identified DPS Data Files to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to DPS who has provided prior written consent for such transfer.

4. Contractor certifies under the penalties of perjury that to the best of its knowledge and belief, it complies with all federal and state laws, regulations and rules as such laws may apply to the receipt, storing, maintenance or access to personal information hereunder, including without limitation, all standards for the protection of personal information of residents of Massachusetts and maintaining safeguards for personal information. Contractor hereby further certifies under penalties of perjury that it has a written comprehensive information security program that is in compliance with the provisions of 201 C.M.R. 17.00 *et seq.* Further, the Contractor hereby certifies under the penalties of perjury that it shall fully comply with the provisions of the federal Family Educational Rights Privacy Act, 20 U.S.C. §1232g and regulations promulgated thereunder and Massachusetts student records law and regulations, including without limitation, 603 C.M.R. 23.00 *et seq.*, applicable to the Data Files, and to fully protect the confidentiality of any student data, meta data, user content or other non-public information containing personally identifiable information provided to it or its representatives. Contractor further represents and warrants that it has reviewed and complied with all information security programs, plans, guidelines, standards and policies that apply to the work it will be performing and provided to Contractor by DPS and agreed to in the Services Agreement, that it will communicate these provisions to and enforce them against its subcontractors and will implement and maintain any other reasonable and appropriate security procedures and practices necessary to protect personal information and/or student record information from unauthorized access, destruction, use, modification, disclosure or loss. Contractor also represents and warrants that if the Data Files or any portion thereof, including without limitation, any student data, meta data, user content or other non-public information containing personally identifiable information, is to be stored on a laptop or other mobile electronic device, that such electronic devices shall have commercially reasonable data protection mechanisms, and that Contractor will maintain administrative policies and procedures reasonably designed to prohibit and guard against unauthorized access to such devices.
5. Contractor represents, warrants and agrees that its terms of service/terms and conditions of use, license agreement and/or privacy policies dated as of this agreement are amended as follows:
 - (i) Any provision contained in the Contractor's terms of service, terms and conditions of use, license agreement and/or privacy policies regarding the City and/or DPS, as a user, to indemnify the Contractor are hereby deleted in their entirety, except for instances of gross negligence, willful malfeasance, or intellectual property infringement, and to the extent permissible under applicable law.
 - (ii) Any provision in the Contractor's terms of service, terms and conditions of use, license agreement and/or privacy policies that require that the City and/or DPS, as a user, to carry insurance coverage are hereby deleted in their entirety.
 - (iii) Any provision in the Contractor's terms of service, terms and conditions of use, license agreement and/or privacy policies which specifically disclaim all implied warranties or warranties of non-infringement as well as any local jurisdictional analogues to the above are hereby deleted in their entirety.
 - (iv) Any provision in the Contractor's terms of service, terms and conditions of use, license agreement and/or privacy policies by which the City and/or DPS is specifically

releasing the Contractor from liability are hereby deleted in their entirety.

- (v) Any changes that the Contractor may make, from time to time, to its terms of service, terms and conditions of use, license agreement and/or privacy policies, shall not apply to the terms of these Services unless the Contractor and City and/or DPS agree to such changes in writing.
- (vi) The laws of the Commonwealth of Massachusetts shall govern this Agreement and the parties agree to be bound by the laws of the Commonwealth of Massachusetts in the resolution of any dispute concerning any of the terms and conditions of this Agreement and consent to the jurisdiction of the United States Court for the District of Massachusetts and/or the trial courts of the Commonwealth of Massachusetts for any actions arising out of or related to this Agreement and any governing law and or choice of law provisions in the Contractor's terms of service, terms and conditions of use, and its license agreement and/or privacy policies which are to the contrary are hereby deleted in their entirety.
- (vii) All rights to Data Files, including intellectual property rights, shall remain the exclusive property of DPS and/or the student, as applicable, and Contractor as a limited, nonexclusive license solely for the purpose of performing its obligations as outlined in this Agreement. This Agreement does not give the Contractor any rights, implied or otherwise, to Data Files or any portion thereof, content or intellectual property, except as expressly stated in this Agreement. This includes, without limitation, the right to sell or trade the Data Files or any portion thereof. Any provisions to the contrary in the Contractor's privacy policy, terms of service, terms and conditions of use and/or license agreement are hereby deleted in their entirety.

6. The designated representative for the Contractor for this Agreement is:

General Counsel

Attn: Lexia Legal Department
c/o Rosetta Stone Ltd.
135 West Market Street
Harrisonburg, VA 22801

and

The designated representative for DPS for this Agreement

is:

7. The Contractor shall be liable for any and all damages which the City of Cambridge and DPS may incur as a result of any claims, suits and judgments against the City of Cambridge and DPS which are caused by or arise out of any acts or omissions of the Contractor, its employees, servants, representatives or agents during the term of this Agreement provided the Contractor shall not be liable for damages or claims that are attributable to the acts or omissions of DPS or its employees.

8. No delay or omission of DPS to exercise any right hereunder shall be construed as a waiver of any such right and DPS reserves the right to exercise any such right from time to time, as often as may be deemed expedient.

9. Contractor represents that it is authorized to bind to the terms of this Agreement, including confidentiality and destruction of Data Files and any portion thereof contained therein.

10. The terms and conditions of this Agreement may not be modified unless by such modifications are agreed to in a written document that is signed by both parties.

IN WITNESS WHEREOF, and in consideration of the mutual covenants set forth herein and for other good and valuable consideration, and intending to be legally bound, each party has caused this Agreement to be duly executed as a Massachusetts instrument under seal as of the day and year first written above.

LEXIA LEARNING SYSTEMS LLC




Name

Vice President Operations

Title

DEDHAM PUBLIC SCHOOLS



Name

Superintendent of Schools or authorized signatory