

2020-2021 School Year

Student Data Policy and Confidentiality

The Provider (Social Studies School Service) will maintain the confidentiality of any and all student data obtained from your district. To ensure the continued confidentiality and security of the student and staff data processed, stored, or transmitted, the Provider shall establish a system of safeguards that will at minimum include the following:

- a. The Provider shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all data, including electronically-maintained or transmitted data received from, or on behalf of your district. These measures will be extended by contract to all subcontractors used by the Provider.
- b. The Provider and its employees, subcontractors and agents involved in the handling, transmittal, and/or processing of data provided will be required to maintain the confidentiality of all student and staff-related personally identifiable information.
- c. Procedures and systems shall require the use of secured passwords to access computer databases used to process, store, or transmit data.
- d. Procedures and systems, such as good practices for assigning email addresses and passwords, shall be developed and implemented to maintain the integrity of the systems used to secure computer databases used to process, store, or transmit data provided. Options are available to shield user data including the use of fictitious email addresses when desired.
- e. Procedures and systems that ensure that all confidential student and staff data processed, stored, and/or transmitted shall be maintained in a secure manner that prevents the interception, diversion, or other unauthorized access to said data.
- f. Provider does not collect, maintain, use or share student information beyond that needed for authorized educational/school purposes, or as authorized by the parent/student.
- g. Provider does not sell student personal information.
- h. Provider does not disclose student information collected for targeting of advertisements to students.
- i. Provider does not advertise to students.
- j. The procedures and systems developed and implemented to process, store, or transmit data provided shall ensure that any and all disclosures of confidential student and staff data comply with all provisions of federal (HIPAA, FERPA, E-Government, etc.) and state laws (e.g. SOPIPA) relating to the privacy rights of students and staff as such laws are applicable.
- k. The Provider will expunge all records containing student data in ALL subscriptions at the end of each school year. No student data is carried over from one year to the next.
  - l. Districts can request the removal of specific student data at any time by sending an email to [help@socialstudies.com](mailto:help@socialstudies.com) with a request for the removal of student data. All requests must come from an authorized representative of the district. If parents have specific requests that must flow through the district.
- m. If a breach of the Active Platform servers should occur all affected parties will be notified within 24 hours of the time when the breach was known to the platform provider.
- o. If you choose to connect your Google Classroom account to our platform, you will need to grant access to sharing classes and roster information (including student emails), as well as access to assignments (course work), and student grades.

Questions regarding these policies and procedures can be addressed to:

Dr. Aaron Willis  
Chief Learning Officer,  
Social Studies School Service  
[aaron@socialstudies.com](mailto:aaron@socialstudies.com)

Social Studies School Service. [www.socialstudies.com](http://www.socialstudies.com) (800) 421-4246. [help@socialstudies.com](mailto:help@socialstudies.com)