

Terms of Service Addendum

This Agreement ("Agreement") is entered into on 7/17/2019 between the Lebanon Board of Education (the "Board") and Bibliomation, Inc. (the Contractor) (collectively, the "Parties") for the purpose of identifying the obligations of the Parties relative to the confidentiality of student data.

For the purposes of this Agreement, "directory information," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. § 10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant to the contract are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by sending such request to the Contractor via electronic mail. The Contractor will delete the requested student data with five (5) business days of receiving such request.
3. The Contractor shall not use student data for any purpose other than those authorized pursuant to this agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data by contacting the Lebanon Public School's Director of Information Technology.
5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.

6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps: The Contractor shall provide to the Board as soon as possible, but no later than the period of time set forth in section 10-234dd of the Statutes, after the Contractor becomes aware of it. The initial Notice shall be delivered to the Board by electronic mail to Lebanon Public Schools' Director of Information Technology and shall include the following information, to the extent known at the time of notification:

- Date and time of the breach
- Names of the Student(s) whose student data was released, disclosed or acquired
- The nature and extent of the breach
- The Contractor's proposed plan to investigate and remediate the breach

Upon discovery by the Contractor of a breach, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not later than thirty (30) days after discovery of the breach, shall provide the Board with a more detailed notice of the breach, including: name(s) of the student(s) whose data was released disclosed or acquired; nature and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student-generated content.

8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.

9. The laws of the State of Connecticut shall govern the rights and duties of the Contractor and the Board.

10. If any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or

applications of the contract which can be given effect without the invalid provision or application.

11. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd. 12. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.

Robert Angeli
Superintendent
Lebanon Public Schools



7-17-19 Date

Contacting

Bibliomation, Inc.

Name of Authorized
Representative

Carl R DeMilia, Executive Director

Signature



7/15/2019