

COMMUNITY BASED
ORGANIZATION DATA SHARING
AGREEMENT BETWEEN
SEATTLE SCHOOL DISTRICT NO. 1
AND

This Data Sharing Agreement (“DSA”) is entered into between Seattle School District No. 1, a Washington municipal corporation (“District”) and _____ (“Requestor”), a community based organization that provides _____ services to District students. This contract has the following overriding goals:

1. Preserving the anonymity of student identities, through the use of proxy identifiers, including assurance that identifiable student data is not released to third parties. Student confidentiality is protected via proxy identifiers that provide the Requestor information for analysis based on aggregate data, but protects the identity of individual students;
2. Enhancing the ability of the District and the Requestor to improve academic achievement for District students by allowing access to non-personally identifiable student records consistent with the requirements of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g; and
3. Accurately measuring the District and the Requestor’s progress toward improving student outcomes and indicators, and meeting set targets and other goals.

NOW, THEREFORE, THE DISTRICT AND _____ AGREE AS FOLLOWS:

I. OBLIGATIONS OF REQUESTOR

The Requestor, representing all members of the organization, shall ensure the confidentiality of student data through the following methods:

- a. The Requestor’s data custodian(s) designated in Section I(l) shall complete the District’s Data Stewardship Training annually.
- b. The Requestor shall provide the District with a selection criterion for the requested student population. The Requestor shall not request data on students by listing the student names or student IDs.

- c. The Requestor shall strictly comply with all state and federal laws that apply to the use and release of the data, including but not limited to FERPA and its regulations, set forth at 34 C.F.R. § Part 99.
- d. The Requestor shall comply with the re-disclosure limitations set forth in FERPA, including 34 C.F.R. § Part 99.33.
- e. The Requestor shall restrict access to the data only to (i) the person or persons who provide direct services to District students; or (ii) the person or persons within the Requestor's organization who have been tasked with analyzing the data; and make those persons aware of, and agree to abide by, the terms set forth in this Agreement.
- f. The Requestor shall not release or otherwise reveal, directly or indirectly, the data to any individual, agency, entity, or third party not included in this Agreement, unless such disclosure is required by law or court order.
- g. The Requestor shall not distribute, reprint, alter, sell, assign, edit, modify or create derivative works or any ancillary materials from or with the data, other than publications permitted under Section I(m).
- h. The Requestor shall not use data shared under this Agreement for any purpose other than the goals outlined in this Agreement. Nothing in the Agreement shall be construed to authorize Requestor to have access to additional data from the District that is not included in the scope of the Agreement (or addenda). Requestor understands that the Agreement does not convey ownership of the data to Requestor.
- i. The Requestor shall take reasonable security precautions and protections to ensure that persons not authorized to view the data do not gain access to the data. Reasonable security precautions and protections include, but are not limited to:
1. Creating, distributing, and implementing data governance policies and procedures which protect District data through appropriate administrative, technical, and physical security safeguards, and outline staff responsibilities for maintaining data security;
 2. Encrypting all District data carried on mobile computers/devices;
 3. Encrypting District data before it is transmitted electronically;
 4. Requiring that users be uniquely identified and authenticated before accessing District data;

5. Establish and enforce well-defined data privilege rights which restrict users' access to the data necessary for them to perform their job functions;
6. Ensuring that all staff accessing District data sign an affidavit of nondisclosure, and maintaining copies of signed affidavits;
7. Securing access to any physical areas/electronic devices where sensitive data are stored;
8. Installing a firewall to permit or deny network transmissions based upon a set of rules;
9. Installing anti-virus software to protect the network;

j. The Requestor shall report all known or suspected breaches of District data, in any format, to the District's Data Reporting team datareporting@seattleschools.org within one hour. The report shall include (1) the name, job title, and contact information of the person reporting the incident; (2) the name, job title, and contact information of the person who discovered the incident; (3) date and time the incident was discovered; (4) nature of the incident (e.g., system level electronic breach, an electronic breach of one computer or device, or a breach of hard copies of records; (5) a description of the information lost or compromised; (6) name of electronic system and possible interconnectivity with other systems; (7) storage medium from which information was lost or compromised; (8) controls in place to prevent unauthorized use of the lost or compromised information; (9) number of individuals potentially affected; and (1) whether law enforcement was contacted.

k. The Requestor shall securely and permanently destroy the data, and any and all hard and soft (electronic) copies thereof, upon the termination of this agreement. Requestor agrees to require all employees, contractors, or agents of any kind using the District data to comply with this provision. Requestor agrees to document the methods used to destroy the data, and provide certification to the District that the data has been destroyed.

l. For purposes of this agreement and ensuring Requestor's compliance with the terms of this Agreement and all application of state and Federal laws, Requestor designates _____ (or an alternative designee specified in writing) the temporary custodian of the data that the District shares with the Requestor. The District will release all data and information under this Agreement to said named temporary custodian. _____ shall be responsible for transmitting all data requests and maintaining a log or other record of all data requested and received pursuant to the Agreement, including confirmation of the return or destruction of data as described below. The District or its agents may, upon request, review the records the Requestor is required to keep under this Agreement. The District designates its Chief Information Officer (or an alternative designee specified in writing) as its liaison for all communications with the Requestor regarding this Agreement;

m. The Requestor has the right consistent with scientific standards, to present, publish, or use student results it has gained in the course of its analysis, but only if the publication, presentation, or use does not include personally identifiable information of parents, students, or teachers.

1. The Requestor shall not publish, present, or use reports that include a cell size of less than 10. Reports must mask these cells so that the results are not revealed.
2. Publications and reports of data and information shared, including preliminary descriptions and draft reports, shall involve only aggregate data and no personally identifiable information or other information that could lead to the identification of any student, parent, or teacher.
3. No less than 15 business days prior to public disclosure of its data analysis, Requestor will provide the District a manuscript or other draft of the proposed public disclosure. Within 15 business days following receipt thereof, the District will notify Requestor in writing if the proposed disclosure contains any confidential information and specify the portions of the proposed disclosure requiring redaction.
4. The Requestor shall provide the District, free of charge and within thirty (30) days, a copy of any research report that is generated using the data.
5. Reports or articles based on data obtained from Seattle Public Schools under this agreement must include the following acknowledgment: This research was made possible, in part, by the support of Seattle Public Schools. Opinions contained in this report/article reflect those of the author and do not necessarily reflect those of Seattle Public Schools. The District must be cited as the source of the data in all tables, reports, presentations, and scientific papers.

n. The requestor shall provide to the District an evaluation of the program(s) including areas of strength and areas of focus for the following year using data to support the findings. Evaluations should be submitted to communitypartnerships@seattleschools.org within 2 weeks of the term (Section IV.)

o. The Requestor acknowledges that any violation of this Agreement and/or the provisions of FERPA or accompanying regulations related to the nondisclosure of protected student information constitutes just cause for the District to immediately terminate this Agreement.

II. OBLIGATIONS OF DISTRICT

During the term of this Agreement, the District shall:

- a. Prepare and deliver student demographic and academic data as defined in Appendix A - Data File Description. All items will be keyed to a “proxy” student identifier that is different from the official student ID. The link between the official and proxy IDs will not be disclosed by the District. No personally identifiable information will be provided to the Requestor.
- b. After the initial data is provided for the requested student population, the District will not provide supplementary data for additional students.
- c. Provide Data Stewardship training for data custodian.

III. PAYMENT

No payments will be made under this agreement by either party.

XI. INDEMNIFICATION

- A. Indemnification: _____ agrees that to the fullest extent permitted by law, _____ will hold harmless, defend, and indemnify the District, its agents, employees and board members from any liability, cost or expense, including without limitation penalties, losses, damages, attorneys’ fees, taxes, expenses of litigation, judgments, liens, and encumbrances, to the extent arising out of or resulting from any act or omission by _____ under this DSA. The terms of this section shall survive termination of this DSA.

The District agrees that to the fullest extent permitted by law, the District will hold harmless, defend, and indemnify the _____, its agents, employees, and board members from any liability, cost or expense, including without limitation penalties, losses, damages, attorneys’ fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, to the extent arising out of or resulting from any act or omission by District under this DSA. The terms of this section shall survive termination of this DSA.

XII. NOTICES

All notices contemplated or required under this DSA shall be in writing and delivered by hand or U.S. Mail as follows:

To the District:	Chief Information Officer Department of Technology Services Seattle Public Schools PO Box 34165, MS 21-350	and	General Counsel Office of General Counsel Seattle Public Schools PO Box 34165, MS 32-151
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Proxy DSA

Seattle, WA 98124-1165

Seattle, WA 98124-1165

To the [name of agency]:

Data Custodian name and email:

IV. TERM

This DSA will allow for the District to provide the Requestor with student demographic and academic data, as defined in Appendix A, for the _____ school year. The DSA shall become effective on the date when the last party to sign has executed this DSA and shall remain in effect until _____, unless terminated under the terms of Paragraph VI below.

VI. TERMINATION

The District may terminate this DSA, with 30 days written notice to _____, at any time, for any reason. In addition, District may terminate this DSA at any time if it determines such action is necessary for the health, safety or education of students or staff. _____ may terminate this DSA, with 90 days written notice to the District, at anytime, for any reason.

XIII. MISCELLANEOUS PROVISIONS

- A. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided herein.
- B. Amendment. Modifications to this DSA must be in writing and be signed by each party.
- C. Governing Law. The terms of this DSA shall be interpreted according to and enforced under the laws of the State of Washington. The parties agree that any judicial proceedings filed by the parties regarding this Agreement will take place in Seattle, Washington.
- D. Severability. If any provision of this DSA is held invalid or unenforceable, the remainder of the DSA will not be affected, but continue in full force.
- E. Assignment. Neither party shall assign its rights or responsibilities under this Agreement, unless it receives written permission from the other party.
- F. Non-Waiver. Any express waiver or failure to exercise promptly any right under this DSA will not create a continuing waiver or any expectation of non-enforcement.
- G. Counterparts. The parties agree that this DSA may be executed in one or more counterparts, each of which shall constitute an enforceable original of the Agreement, and that facsimile signatures shall be as effective and binding as original signatures.
- I. Debarment. Requestor, by executing this contract, warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily

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excluded from covered transactions (defined as not being eligible to receive federal funds) by any local, state or federal department or agency. Requestor agrees to be bound by the terms of School Board Policy No. 6973, which provides additional requirements applicable to debarment of contractors from receiving future contracts with SPS.

- J. Cooperation with District Auditor and State Auditor: Requestor agrees to provide reasonable cooperation with any inquiry by either the district or State Auditor relating to the performance of this contract. The District has the right to annually audit records of the Requestor relating to performance under this contract. Failure to cooperate may be cause for debarment from award of future contracts.

By signing below, each signatory represents that it has the authority to execute this DSA. For the District, only the Accounting Manager, Assistant Superintendent for Business & Finance, or Superintendent is authorized to sign.

SEATTLE SCHOOL DISTRICT NO. 1	_____
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date

APPENDIX A: DATA FILE DESCRIPTION

The data items listed below are illustrative, not required. Only non-personally identifiable data reasonably needed by Requestor should be provided by the District. The de-identified data will include students involved in Requestor's program.

No identifiers that would have the effect of identifying the student (such as name, student ID, phone number, etc.) should be provided to the Requestor when using a proxy identifier.

Files will be sent through a secure server automatically, once the student ID list is submitted and data sharing agreement is signed by both parties.

Category	Item
Demographics	Proxy ID Current School Current Grade Gender Race/Ethnicity ELL Status SPED Status 504 Status Advanced Learning Status Primary Language Home Language Living With Status Projected Grad Year On Track for High School Graduation

Grade Mark History	Course Term Course Code Course Title Course Subject Group Course Subject Teacher Name(s) Period Course Start Date Course End Date Coursework Status Mark Type Mark Term Mark Credits Attempted Credits Earned
State Assessment History	Test Season Test Grade Subject Area State Test Name Test Attempt Score Level Code Met Standard
District Assessment History - MAP	Test Season Test Grade Subject Area Test Name RIT Score Percentile Rank Met Typical Growth, Fall to Fall Met Typical Growth, Spring to Spring Met Typical Growth, Fall to Spring

Daily Attendance History	Attendance Date % Day Absent % Day Unexcused Day Tardy Count Month Text Semester Text Quarter Text Trimester Text
Period Absence History	Absence Date Absence Period Absence Type Course Absent Excused Type Absence Reason
Discipline Action History	Incident Date Discipline Action Discipline Action Description Incident ID