Contractors Tech Requirements

North Providence School District

01-01-21

All Video Communications with students shall be done using google Meets.

There is NO outside district communications allowed by any student in Middle school or under.

YouTube is NOT allowed by any Middle school or elementary school child

Use of a web based educational program already used by the district that requires a student to log in with an email address or a username and password shall meet the district approved program list. Any parental permissions or restrictions required via the approved list shall be completed and kept in the students file.

https://docs.google.com/spreadsheets/d/14EdJRmjgrfeA7ob41HgKk0kEIfZOrif_CNOE5oGh_rM/edit?usp=sharing

Any use of a web based educational program not already used and approved by the District but used by the Contractor, **signed parents/guardian' consent shall be required regardless of age.** Signed parents/guardian consent forms shall be stored in the student's record.

Make sure the consent letter includes the link to the software's privacy policy.

Here is an example of a parent consent letter.

https://drive.google.com/file/d/1IB2pzn3MpsHh9j6J2POj0M3WDAlJAw3l/view?usp=sharing

Please construct your letter to include all of the same required answered fields, and insure it has your company name on said letter, Not the North Providence School District.

Consent letter must include the following information for parents to be aware

      1. Does the program use a Chat Feature

      2. Does the program use a video Feature

      3. Does the program require student camera use

The Form shall also include a statement where the parent or guardian gives permission for the agency to create a student account for their child for the program listed to collect, use and disclose the information about their child as explained in the Programs Privacy Policy.

If a parent or guardian does NOT have internet capabilities, then the consent form and a copy of the websites privacy policy must be printed and handed to the parent or guardian.

Most important is that if a parent does not sign then the program can NOT be used.

Contractors shall follow all COPPA (Children's Online Privacy Protection Act) and FERPA (Family Educational Rights and Privacy Act) policies.

Communications required with school children.

In the event a Contractor needs to communicate electronically with a student who is in the district at our discretion may issue said contractor employees a district email account. In order to be approved for a District email account the Contractor shall show written proof of active liability insurance in their company's name that must include the title of the type of contracted work performed (ie. Speech Pathologist services, social worker services. ect.)

Liability insurance shall cover NO LESS than **$1 Million dollars** for each Incident /occurrence of liability by their employee.

This shall include Cybersecurity Insurance.

Any contractor needing access to the District computer network for access to any program used shall provide the same proof of insurance as above.

Any contractor needing access to Student Medical records shall show proof in the form of a Rider that specifically states their employees are covered in the event a HIPPA violation occurs either by accident or malicious intent by their employee.

Any contractor needing access to the Districts Financial Records including computer system access to programs that store financial records shall show proof in the form of a Rider that specifically states their employees are covered in the event their employee accidentally or intentionally, releases personal information of town employees and complies with the Rhode Island Gen law 11-49.2-1. The rider shall include the cost of the States Notification Obligation…

Liability Insurance rider for this type of release of information shall be no less than **$1 Million Dollars**.

The Following Contractor has read and understand the requirements of the North Providence School District for Access to school accounts

AGENCY: _____

DATE: _____

SIGN: _____

NAME: _____