**Sample Responses**

*Thank you to the EdTech team at Oak Grove for all their continued hard work and dedication to helping make this process easier on all of us!*

***\*\*\*Do not use highlighted portions or titles, as they are informational for the user of these responses.***

**Initial Request**

Below is the first email we send out to vendors which are not on the CSPA database...

*Note: this email template was developed in conjunction with CSPA after much trial and error in order to help vendors understand what we are asking from them and why we are asking it.  We found that our success rate greatly increased after leading off with this “common language.”*

*Copy below, adjust the highlighted areas in the body of the text, and add your signature line...*

First off, thank you for having a comprehensive student privacy policy.  As comprehensive as it is, since we are a school district in California, there are a few additional considerations we need to include such as AB1584 and SOPIPA.

Oak Grove School District has joined as a member of the [California Student Privacy Alliance](https://sdpc.a4l.org/view_alliance.php?state=CA) which is attempting to streamline the verification of handling of student data by entities outside of our district, and ensuring that these entities are COPPA, FERPA, AB1584, and SOPIPA compliant, as applicable.

The California Student Data Privacy Agreement (CSDPA) was created by a team of districts, vendors, legal counsel and advocates; furthermore, it is designed to meet both Federal and California student data privacy laws. It has been sanctioned by the California Attorney General’s office, Chief Privacy Officer of the United States Department of Education (Kathleen Stiles) and the Privacy Technical Assistance Center (PTAC). Due to the extensive process in developing the CSDPA and its wide acceptance by districts and vendors, the CSDPA is now recognized as the de-facto statewide agreement in California, and is the sole agreement districts are urged to use. The CSDPA eliminates the need for a customized contract that would require further vetting and analysis by districts, and would also alleviate the need for your legal team to potentially review another 1000+ contracts developed by individual school districts.

As a service provider, you can sign the CSDPA with our district, and then additionally sign Exhibit E, the General Offer of Privacy Terms. Exhibit E allows any district in California to sign and be protected under the original agreement without the vendor having to review the agreement. The privacy piece would then be complete and no further action would be needed. Providers who sign the CSDPA will be shown in the [California Student Privacy Alliance](https://sdpc.a4l.org/view_alliance.php?state=CA) (CSPA) database, a statewide registry searchable by K-12 stakeholders – which is also where those school districts would be able to download and sign the Exhibit E before reaching out to the vendor for services. Currently, numerous other states are in the process of creating their own alliances, many of which have used California’s Student Data Privacy Agreement as the model for their states. Therefore, by having your legal team review this agreement, you may be able to show school districts throughout the nation that your company handles student data legally.

**DO NOT USE THE PORTION BELOW UNLESS YOU ARE USING AND HAVE SET UP THE OAK GROVE TOOLBOX OR SIMILAR METHOD USING A GOOGLE FORM *(BE SURE TO MAKE THE NECESSARY LINK CHANGES)***

Please fill out the following Google Form, which will simply populate your company’s specific information and generate a PDF which will be sent to your email with the contract I am referring to above. By creating the contract, you are by no means agreeing to anything at this point, it just creates the document at which point you can read through it and contact us if you have any questions, prior to signing.

**Please complete this form here…**

[Student Data Privacy Agreement](https://goo.gl/forms/067vlJUsLDj8PuCl1)

Thank you for your assistance,

**Decline to Sign Response**

Thank you for your response. We will mark your status as “DECLINED” on the California Student Privacy Alliance Database found here: <https://sdpc.a4l.org/view_alliance.php?state=CA>.

Although we appreciate your informal assurance that you are maintaining compliance with State and Federal Laws; we as a District are required to be more diligent and will not be able to allow students to access your product until the CSPA Agreement has been signed.

Should you change your mind, you may access the form here: <https://goo.gl/forms/067vlJUsLDj8PuCl1>

Additional information about how this process taking place on a national scale may also be found here: <https://secure2.cpsd.us/cspa/>

**Reply to Not Approved Vendors**

Reply to help explain why Privacy Policies are not a sufficient replacement for the CSDPA. (Can be used to assist in explaining to vendors or other district stakeholders)

Privacy policies work well with consumers, but school districts are held to a higher standard by state and federal laws and by the communities that we serve when it comes to handling the data of students. Because of these higher standards and the trust put in us by the community, we cannot rely on a company-built privacy policy, no matter how agreeable it is at this moment, because they almost always have language stating that the policy can change, often without notice other than being posted on a website. [Here I often screenshot the company’s privacy policy where it has this language.] Instead we rely on the California Student Data Privacy Agreement (CSPDA) that is in effect for a known period of time and contains tools for notifications of data breaches, deletion of data requests, etc. School districts are the holders of vast amounts of student data and we can not legally nor morally give that data out without having strict protections in place.