



**Educational Leadership Solutions, Inc. Privacy Agreement**

Educational Leadership Solutions, Inc. (“ELS”) collects district test data and schedule information necessary for schools to analyze their student and teacher performance on criterion and norm referenced tests.

District test and schedule data is transformed into an easy to analyze format for the **sole purpose** of test data analysis by district administrators and/or teachers, as chosen by the district superintendent or his/her designee.

Customers of the Formative Writing Assessment will be using [www.k12els.com](http://www.k12els.com) to host data and information. Access to all data within these applications is **restricted based on User login and passwords**.

*ELS will not review, share, distribute, print, or reference any such data except as provided in this security policy, or as may be required by law. Individual records may at times be viewed or accessed for the purpose of resolving a problem, support issue, or as may be required by law. Customers are responsible for maintaining the confidentiality and security of their user registration and password. Upon termination of the contract, all information will be removed and erased from ELS servers and back up servers.*

ELS utilizes the most advanced technology for Internet security available today for your applications on [www.k12els.com](http://www.k12els.com). When you access our site via your web browser, **Secure Socket Layer (SSL)** technology protects your information using both server authentication and data encryption designed to ensure that your data is safe, secure, and available only to registered Users in your organization. The technology is designed to prevent your data from being accessed by unauthorized users.

ELS provides each User in your organization with a unique user name and password that must be entered each time a User logs on. The applications on [www.k12els.com](http://www.k12els.com) issue a session "cookie" only to record encrypted authentication information for the duration of a specific session. The session "cookie" does not include either the username or password of the user. The website [www.k12els.com](http://www.k12els.com) does not use "cookies" to store other confidential user and session information, but instead implements more advanced security methods based on dynamic data and encoded session IDs.

In addition, [www.k12els.com](http://www.k12els.com) is hosted in a secure server environment that uses a firewall and other advanced technology to prevent interference or access from outside intruders. ELS will fully endeavor to protect student information, and makes commercially reasonable efforts to do so; but cannot guarantee that no breach of security will occur. In the unlikely event of breach, ELS promptly (i) will notify the IT director and superintendent of the district of the breach; and (ii) will take commercially reasonable steps to remediate the breach by defining the scope of any such breach, then taking actions necessary to disable access to the data which may include any or all of the following: disabling user logins; taking affected modules offline; blocking specific IP addresses; and other necessary steps.

   
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Paul K. Shelly Date  
ELS President

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District Representative

\_\_\_\_\_  
Date

# **Educational Material Specialists**

## Data Elements

Full Name  
Student ID Number  
Test Scores  
School Enrollment  
Class Schedule