

**ADDENDUM TO DATA SHARING AGREEMENT BETWEEN THE LOUISIANA STATE DEPARTMENT OF EDUCATION AND NATIONAL CENTER FOR EDUCATION STATISTICS (NCES for NAEP, PISA, PIRLS, TIMSS, ICILS)**

The Belle Chasse Academy School Board (School Board) hereby executes, through its authorized representative, this addendum to the data sharing agreement between the Louisiana State Department of Education and the **National Center for Education Statistics** (the Agreement) in order to invoke the stipulation contained in the Agreement which, upon unilateral execution of this addendum by School Board, binds the **National Center for Education Statistics** to all the terms and conditions of the Agreement with respect to any and all student data provided directly to **National Center for Education Statistics**. Nothing herein shall in any way affect or prejudice the Louisiana Department of Education in its exercise of any rights granted to it under the Agreement.

Jane M. Dye  
Signature of School Board's Authorized Representative

Jane M. Dye  
Printed Name of School Board's Authorized Representative

337001  
Sponsor or Site Code

9.7.16  
Date

## **DATA SHARING AGREEMENT**

WHEREAS, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and its implementing regulations codified at 34 C.F.R 99. 1 et seq. make personally identifiable student information in education records confidential and, subject to certain exceptions, prohibits the disclosure of such information to third parties.

WHEREAS, FERPA and its implementing regulations allow for an educational agency or institution to share personally identifiable student-level data with contractors performing work on their behalf.

WHEREAS, R.S. 17:3914 allows for Local Educational Agencies to contract with a private entity for student and other educational services and release personally identifiable information pursuant to the terms of the Contract.

WHEREAS, the Louisiana Department of Education (hereinafter referred to as "State") and the National Center for Education Statistics and its contractors conducting the studies listed below (hereinafter referred to as "Contractor") have entered into a contractual arrangement, pursuant to which the Contractor will provide services to State and Local Educational Agencies (LEAs).

WHEREFORE, the State and Contractor do enter into this Agreement subject to the terms and conditions as specified herein.

This Data Sharing Agreement (hereinafter referred to as "Agreement"), upon execution, shall supersede and replace all other Data Sharing Agreements that are in existence between the Louisiana Department of Education and the Contractor.

### **1. Local Educational Agencies Stipulation**

The Contractor acknowledges that local educational agencies (LEAs) in Louisiana submit student data directly to the Contractor. The Contractor hereby agrees, to be bound, vis-à-vis any and all such Louisiana LEAs that unilaterally sign an addendum to this data sharing agreement, by all of the provisions of this Agreement with respect to any student data provided directly to the Contractor by such Louisiana LEAs.

### **2. Purpose of the Disclosure**

The Contractor agrees to collect and use any data disclosed to it pursuant to this Agreement solely for the purposes of providing the following:

The National Assessment of Educational Progress (NAEP) is a study authorized by the U.S. Secretary of Education. Results of NAEP are published as the Nation's Report Card, which is used to inform the public about the academic achievement of elementary and secondary students in the United States. Since 1969, NAEP assessments have been conducted periodically in a variety of content areas. NAEP collects and reports information on student performance at the national and state levels, making the assessment an integral part of our nation's evaluation of the

condition and progress of education. NAEP is administered every year by the National Center for Education Statistics (NCES). Main National NAEP is administered in even-numbered years. National, State and TUDA NAEP are administered in odd-numbered years to measure student performance and progress over time in grades 4, 8 and 12. The purpose of this agreement is to prepare for and administer NAEP in Louisiana.

The Program for International Student Assessment (PISA) is the world's largest international education study. Conducted every three years, PISA measures students' knowledge, skills, and competencies primarily in three subject areas: reading, mathematics, and science. The target population for this study is a nationally representative sample of 15-year-old students in grades 7-12 and a specific birth date range. The results of PISA, published every 3 years along with related indicators, allow national policymakers to compare the performance of their education systems with those of other countries. Further, the results provide a basis for better assessment and monitoring of the effectiveness of education systems at national levels at a critical point in a student's academic trajectory: nearing the end of compulsory schooling and on the cusp of adulthood.

The Progress in International Reading Literacy Study (PIRLS) is an international study designed to measure reading achievement at the fourth grade and school and teacher practices related to reading instruction. Conducted every five years since 2001, the study provides valuable benchmark information on how U.S. students compare to students around the world, allows educators and policymakers to examine other education systems for practices that could have application to the United States, and contributes to ongoing discussions of ways to improve the quality of education for all students. For the first time, PIRLS now includes an assessment of online reading, called ePIRLS, which will contribute to the understanding of how well fourth grade students read, comprehend, and interpret online information. The purpose of this agreement is to prepare for and administer PIRLS in Louisiana.

The Trends in International Mathematics and Science Study (TIMSS) provides reliable and timely data on the mathematics and science achievement of U.S. students compared to that of students in other countries. TIMSS data have been collected from students at grades 4 and 8 since 1995 every 4 years, generally. In addition, TIMSS Advanced measures advanced mathematics and physics achievement in the final year of secondary school across countries. TIMSS Advanced data have been collected internationally three times, in 1995, 2008 and 2015. The United States participated in TIMSS Advanced in 1995 and 2015.

The International Computer and Information Literacy Study (ICILS) is a computer-based international assessment of eighth-grade students' computer and information literacy (CIL) skills. ICILS will be administered in the United States for the first time in 2018. U.S. participation in this study will provide data on students' skills and experience using technology to investigate, create, and communicate, and will provide a comparison of U.S. student performance and technology access and use with those of the international peers.

### **3. Data**

The State agrees to provide the Contractor with the following for NAEP:

Student information in grades 4, 8, and 12 in sampled schools

- State unique student identifier (if available)
- Grade
- Sex
- Race/ethnicity
- English Language Learner Status
- Special Education Status
- Free/Reduced-Price Lunch eligibility status (economically disadvantaged status)

LEAs that choose to opt into this agreement may choose to provide the following additional data via Louisiana Secure ID System with the following solely for the purposes provided above:

**For NAEP: Student information in grades 4, 8 and 12 in sampled schools**

- State unique student identifier (if available)
- Student first, middle, and last name
- Month and year of birth
- Grade
- Sex
- Race/ethnicity
- English Language Learner status
- Special Education status
- Free/Reduced-Price Lunch eligibility status (economically disadvantaged status)
- Accommodations needed for IEP or ELL students

**For PISA: Students in the participating school who are in grade 7 or higher and born within a specific birth range (approximately age 15):**

- Student first and last name
- Month and year of birth
- Grade
- Sex

**For PIRLS: Student information in grade 4 in sampled schools:**

- Student first and last name
- Month, date, and year of birth
- Sex
- Grade
- Functional or intellectual disability status
- English Language Learner Status
- Accommodations needed for IEP or ELL student
- Reading teacher name

**For TIMSS:**

**Students who are in grade 8:**

- Mathematics class name and teacher name
- Student first name, middle name or initial, and last name
- Sex
- Month and year of birth
- Student with a Disability status

- English Language Learner status
- Science teacher name

Students who are in grade 4:

- Class and teacher name
- Student first name, middle name or initial, and last name
- Sex
- Month and year of birth
- Student with a Disability status
- English Language Learner status

For ICILS: Students who are in grade 8:

- Student first name, middle name or initial, and last name
- Sex
- Month and year of birth
- Student with a Disability status
- English Language Learner status

The State and LEAs reserve the right to withhold any of the foregoing data if determined, in their sole discretion, that disclosure of such data would violate any provision of state or federal law.

#### **4. Confidentiality**

This Agreement is entered into by Contractor and the State in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g and RS 17:3914. The Contractor hereby acknowledges that all documents which include information contained in or derived from a student's education records are deemed confidential pursuant to FERPA and RS 17:3914 and therefore will not be disclosed by Contractor to any third party.

Contractor shall retain the original version of the data at a single location and shall not make a copy or extract of the data available to anyone except personnel who have a need for the data to perform the services referenced in the attached Contract. Contractor shall maintain the data in hard copy or electronic form, in an area that has limited access only to Contractor's authorized personnel. Contractor shall not permit removal of the data from the limited access area. Contractor will ensure that access to the data maintained on computer files or databases is controlled by password protection. Contractor shall establish procedures to ensure that the target data cannot be extracted from a computer file or database by unauthorized individuals. Contractor shall maintain all printouts, discs, or other physical products containing student-level data in locked cabinets, file drawers, or other secure locations when not in use. Contractor shall, under supervision of the State, destroy the data provided to Contractor, including all copies, whether in electronic or hard copy form, when the services are completed or this Agreement is terminated, whichever occurs first.

#### **5. Restrictions on Use**

Contractor shall not use the data for any purpose not expressly permitted in this Agreement. Contractor cannot disclose any document, whether in hard copy or electronic form, or otherwise

disclose to any third party any student-level data or information in any form whatsoever or under any circumstances which would directly or indirectly makes a student's identity traceable.

## **6. Indemnification**

Contractor will be responsible for any liability arising out of the Contractor's negligent use of any LEA data provided by the LEA pursuant to this Agreement.

## **7. Ownership**

Any data delivered or transmitted to the Contractor by the State and/or obtained or prepared by Contractor for the State pursuant to this Agreement shall become the property of the State, and shall, upon request, be provided or returned by Contractor to the State.

Any data delivered or transmitted to the Contractor by an LEA and/or obtained or prepared by Contractor for an LEA pursuant to this Agreement shall become the property of the LEA, and shall, upon request, be provided or returned by Contractor to the LEA. Any documents, materials, and/or products created or developed by Contractor under this Agreement for an LEA shall be the property of the LEA.

No records, reports, documents, materials or products created or developed under this contract can be distributed to third parties.

## **8. Security Audits**

Pursuant to in La. R.S. 17:3914, the Contractor shall permit security audit checks pertaining to Contractor's security and usage of student data. Contractor shall cooperate with all security audits. Access shall be made available at all reasonable times on working days during working hours at Contractor's business premises to Contractor's employees, together with records, books and correspondence and other papers and documentation or media of every kind in possession of Contractor and Contractor's employees pertaining to this Agreement. No person or entity will access Personally Identifiable Information (PII) except as authorized by law.

## **9. Security Breach**

As used in this Agreement "Security Breach" means any act or omission that compromises either the security, confidentiality or integrity of student information or the physical, technical, administrative or organizational safeguards put in place by Contractor that relate to the protection of the security, confidentiality or integrity of personally-identifiable student information, or receipt of a complaint in relation to the privacy practices of Contractor or a breach or alleged breach of this Agreement relating to such privacy practices.

Contractor shall take commercially reasonable steps and best efforts, in accordance with industry standards, to prevent security breaches. Contractor shall also take commercially reasonable steps, in accordance with industry standards, to immediately remedy any security breach and prevent any further security breach at Contractor's expense in accordance with standard industry practices and applicable law.

Contractor shall:(i) provide the State and LEA with the name and contact information for an employee of Contractor who shall serve as the State's and LEA's primary security contact and shall be available to assist State twenty-four (24) hours per day, seven (7) days per week as a contact in resolving issues and fulfilling obligations associated with a security breach; (ii) immediately notify the State and LEA via email, SMS text, or a phone call to the State and LEA contacts which have been provided to the Contractor once the Contractor becomes aware of a security breach.

Immediately following Contractor's notification to the State and LEA of a security breach, Contractor, the State, and the LEA shall coordinate with each other to investigate the security breach. Contractor agrees to fully cooperate with State and LEA in their handling of the matter, including, without limitation: (i) assisting with any investigation; (ii) providing physical access to the facilities and operations affected;(iii) facilitating interviews with Contractor's employees and others involved in the matter; and (iv) making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law or industry standards and as otherwise required by the State and LEA and (v) providing any notices to persons or organizations affected by the security breach as required by law and as required by the State or LEA.

## **10. Term of Agreement**

This Agreement shall begin on August 1, 2016 and shall terminate on August 1, 2021. The effective date of this Agreement may be extended only if an amendment to that effect is duly executed by the parties and approved by the necessary authorities prior to said termination date. If either party informs the other that an extension of this Agreement is deemed necessary, an amendment may be prepared by one party for appropriate action by the other party.

## **11. Termination for Convenience**

The State may terminate this Agreement at any time by giving Contractor and all LEAs written notice of such termination.

## **12. Assignment of Contract**

Contractor shall not assign any interest in this Agreement by assignment, transfer, or novation, without prior written consent of the State. Nothing in this provision shall preclude the Contractor from subcontracting with third parties to perform work contemplated herein; however, the Contractor is responsible for ensuring that any such subcontractor(s) adhere to, and agree to be bound by, all provisions of this agreement, and that any contract with such subcontractors shall explicitly make such subcontractor subject to the audit provisions contained herein.

## **13. Survival**

Contractor's obligation under Clauses 2, 4, 5, 6, and 7 shall survive expiration and/or termination of this Agreement. Contractor's obligations under Clauses 8 and 9 shall survive expiration and/or termination of this Agreement until Contractor has fully complied with its obligation to destroy data as set forth herein.

**THUS DONE AND SIGNED** at Baton Rouge, Louisiana and Washington D.C., on the day, month and year first written below.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of this the 10th day of August, 2016.



\_\_\_\_\_  
John C. White,  
State Superintendent of Education



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Peggy Carr,  
Acting Commissioner  
National Center for Education Statistics