



Arkansas StudentGPS Dashboards 2016-2017 Memorandum of Understanding

I. Purpose

This agreement is between the Arkansas Department of Education (“ADE”),
_____ School District (“School District”), and
_____ Educational Cooperative (“Educational Cooperative”)
and is an outline of the process by which the identified organizations may collaborate and share information for the time period covered by this Memorandum of Understanding. The dashboards may use student demographic, enrollment, course registration, grades, discipline, attendance, state and local assessments, and other related data for the purpose of developing software that will lead to the improvement of educational and training programs and policies under the ADE’s oversight and authority.

This Memorandum of Understanding sets forth the responsibilities and expectations between the ADE, School District and Educational Cooperative for the usage and implementation of the Arkansas StudentGPS Dashboards.

II. Acknowledgement of School District Roles & Responsibilities

Participation in the Arkansas StudentGPS Dashboards is an optional opportunity for the School District to utilize data-driven decision-making, track student performance and interventions, and document data utilization. It requires the partnering organizations to work together to ensure the successful implementation of dashboards within the School District. The School District will be expected to ensure accurate, timely information is entered into eSchool Plus student management system to power the dashboards, attend training sessions at their local cooperatives, and provide teacher and administrator training for their School District. The School District shall have a minimum of one employee at their district assigned the StudentGPS (Ed-Fi) System Administrator role, who will be responsible for technical support and escalation of potential issues.

III. School District Expectations

a. Use of Arkansas StudentGPS Dashboards

School districts utilizing the Arkansas StudentGPS Dashboards are expected to encourage and support educators using the dashboards for instructional use. Districts must ensure adequate data is being reported through the eSchoolPlus student management system in order to effectively power the dashboards. The dashboards should not be used for accountability purposes, nor state and federal reporting. The dashboards have been expanded to include usage reports and statistics. These reports and visualizations may be exported as artifacts for TESS and professional growth plans.

The intent of the Arkansas StudentGPS Dashboards is to use existing data entered into the eSchoolPlus student management system. However, there are some areas of the dashboards which can be powered if districts enter additional data, such as attendance codes, course



Arkansas StudentGPS Dashboards 2016-2017 Memorandum of Understanding

grades by marking period, transportation for students, medical alerts, and local assessments. Although these fields are optional, districts may choose to make the data available through the StudentGPS system.

b. Local Assessments

In compliance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § I 232g; 34 CFR Part 99.31, the School District hereby grants permissions for its local assessment provider(s) to provide the ADE direct access to student test scores and student, school and district-level information including personally identifiable information in educational records. This grant is made pursuant to the exception 34 CFR § 99.31 until the earlier of: i) June 30, 2017; or ii) if agreement is terminated by either party. The ADE shall use the local assessment data for powering the Arkansas StudentGPS Dashboards and the Arkansas Student Intervention System (ASIS). The data shall be considered "unofficial" and not used for official reporting or accreditation purposes. The School District understands providing local assessment data is optional and may opt-out by contacting its local assessment vendors. The School District grants permission for their local assessment provider (e.g. Northwest Evaluation Association, The Learning Institute, ACT Aspire, etc.) to provide said data directly to the ADE. Any disclosure of student data by the ADE must be in compliance with 34 CFR 99.33, and the ADE shall keep a record of the parties to whom the data is disclosed and the legitimate educational interest of the party.

Student data shall be kept in a secure electronic format until no longer needed for purposes of the Arkansas StudentGPS Dashboards or for a period not to exceed five years after the termination of the program, whichever occurs first, at which time the ADE shall permanently erase personally identifiable student information from the Arkansas StudentGPS Dashboards. In compliance with 34 CFR 99.32 record keeping requirements, the local assessment data will be disclosed to the ADE for the legitimate educational interest of improving student achievement.

c. StudentGPS System Administrator

The School District shall assign at least one person the role of StudentGPS (Ed-Fi) System Administrator. The StudentGPS System Administrator shall be responsible for the following areas of implementation:

1. Serve as the StudentGPS point of contact and support district employees.
2. Escalate dashboard support issues to ADE.
3. Ensure student photos are uploaded into the dashboards for the district
4. Collaborate with district administrators to customize district- and building-level goals for the dashboards.



Arkansas StudentGPS Dashboards 2016-2017 Memorandum of Understanding

d. Data Steward(s)

The district is expected to record accurate, timely information in the eSchoolPlus student management system to ensure educators have access to relevant information to guide instruction. The eSchoolPlus Administrator(s) for the district shall be responsible for the following:

1. Provide timely, accurate information into eSchoolPlus including:
 - a. Student Demographics
 - b. Course Grades
 - c. Attendance
 - d. Discipline (State and Local)
2. Address and correct errors within the data reported from end-users

e. Training/Mentoring/Coaching

The School District will make reasonable accommodations to allow educators to attend training on the Arkansas StudentGPS Dashboards either at the district or at their local educational cooperative.

IV. Educational Cooperative Expectations

The Educational Cooperative will offer support, training and other services to facilitate implementation of the Arkansas StudentGPS Dashboards:

a. Support Escalation

1. Identify a point of contact at the cooperative to serve as an escalation point for school districts.
2. Escalate issues to ADE StudentGPS support.

b. Training/Mentoring/Coaching

1. Serve on the Arkansas StudentGPS Advisory Council
2. Host on-going professional development at the educational cooperative.
- 3.

V. Arkansas Department of Education Expectations

a. System

1. ADE will maintain the system code and appropriate administrative, physical and technical safeguards will be implemented to prevent unauthorized use or disclosure as required



Arkansas StudentGPS Dashboards 2016-2017 Memorandum of Understanding

2. ADE will provide necessary computer server hardware and software to host the dashboard system.

b. Support Escalation

1. ADE will provide a designated point of contact for trouble-shooting support tickets or issues that cannot be resolved at the district or cooperative levels. ADE will serve as the point of contact for escalating problems from the state-level to the dashboard vendor and implementation subcontractors.

c. Training

The ADE will provide professional development and second-level support for the dashboards.

1. Including the creation of online training materials and resources that may be distributed and customized by school districts or educational cooperatives.
2. Offer training at local cooperative on the dashboards
3. Provide phone and/or email support to districts and educational cooperatives

VI. Process

The proposal and acceptance must be by an appropriate authorized representative of each organization. The authorized representatives of each organization include: Arkansas Department of Education (Assistant Commissioner of Research & Technology), School District (Superintendent) and Educational Cooperative (Director).

VII. Security and Privacy Protection Requirements

All sharing of data shall be in full and complete compliance with the Privacy Act of 1974, the Family Educational Rights Privacy Act (FERPA), all applicable amendments thereof, and any guidance letters and/or regulations of the United States Department of Education. Any and all sharing of data shall be performed in a secure manner.

VIII. Non-Disclosure

All personally identifiable data obtained through this Memorandum of Understanding shall be considered confidential and must be safeguarded from unauthorized access, use, disclosure, or dissemination. Its access and use shall be restricted to those authorized individuals who need the data to perform their official duties in connection with this Memorandum of Understanding. Such data shall not be disclosed or disseminated to a third party except as provided by Federal or State law.



Arkansas StudentGPS Dashboards
2016-2017 Memorandum of Understanding

IX. Terms of Agreement, Amendments, Fees, and Termination

The terms and provisions herein shall become effective when signed by authorized representatives of each organization and apply for the duration of time specified herein. Any amendments to this Memorandum of Understanding shall be agreed to, in writing, by all parties and attached hereto. There shall be no cost or fees charged to or paid by any organization or individual participating in this Memorandum of Understanding unless agreed to in writing by an authorized representative of each organization. Any organization may terminate its participation in this agreement upon the submission of written notice to the other organization.

X. Effective Date and Duration of Agreement

This agreement will be effective upon the signature of the appropriate representatives of all parties to the agreement and will remain in effect until June 30, 2017.



Arkansas StudentGPS Dashboards
2016-2017 Memorandum of Understanding

XI. Execution

Arkansas Department of Education

Printed Name: Dr. Eric Saunders

Title: Assistant Commissioner for Research & Technology

Signature: 

Date: April 18, 2016

Educational Cooperative

Printed Name: _____

Title: _____

Signature: _____

Date: _____

School District

District Name: _____

Title: _____

Signature: _____

Date: _____

Local Assessments Used: TLI NWEA MAP ACT Aspire Periodics



Arkansas StudentGPS Dashboards
2016-2017 Memorandum of Understanding

XII. Points of Contact:

Superintendent

Name: _____

Email: _____

Phone Number: _____

Primary StudentGPS System Administrator

Name: _____

Email: _____

District Data Steward (eSchoolPlus)

Name: _____

Email: _____

Group Manager (EdFi Group Manager)

Name: _____

Email: _____

Primary District Trainer

Name: _____

Email: _____