

# ***Super Star Online by the Help Me 2 Learn Company Student Records Privacy Procedures and Compliance with California Law, Assembly Bill 1584***

Updated: January 1, 2016

Super Star Online is the web based delivery system of the educational software courses of the Help Me 2 Learn Company. The Help Me 2 Learn Company takes seriously our responsibility to ensure the privacy of student data collected via Super Star Online. The Help Me 2 Learn Company ensures it will comply with all of the required provisions listed in California Assembly Bill No. 1584, Education Code, Section 49073.1. Help Me 2 Learn Company contracts initiated after January 1, 2016 will include compliance with all of the provisions listed in AB 1584 within the contract.

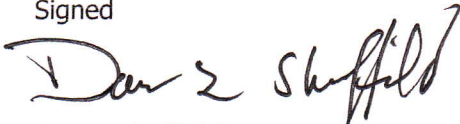
## **California Assembly Bill No. 1584 Provisions**

- ❖ A statement that pupil records continue to be the property of and under the control of the school district.
  - The Help Me 2 Learn Company complies with this provision. The Help Me 2 Learn Company ensures that pupil records are the property of and under the control of the school district or local education agency.
- ❖ A description of the means by which pupils may retain possession and control of their own pupil generated content, if applicable, including options by which a pupil may transfer pupil-generated content to a personal account.
  - The Help Me 2 Learn Company complies with this provision. School Officials or parents of student enrolled in a school with a subscription to Super Star Online may contact Help Me 2 Learn Company with a request to transfer their data to a personal account may contact the Help Me 2 Learn Company at 800-460-7001, or [info@helpme2learn.com](mailto:info@helpme2learn.com). Once the request has been verified and the parent has paid for a personal account, the student data will be moved to the personal account and the account of the student will be removed from the school account.
- ❖ A prohibition against the third party using any information in the pupil record for any purpose other than those required or specifically permitted by the contract.
  - The Help Me 2 Learn Company complies with this provision. The Help Me 2 Learn Company prohibits using any student information for any purpose outside those required or permitted by our contract.
- ❖ A description of the procedures by which a parent, legal guardian, or eligible pupil may review personally identifiable information in the pupil's records and correct erroneous information.
  - The Help Me 2 Learn Company complies with this provision. Contact the Help Me 2 Learn Company with requests to 800-460-7001, or [info@helpme2learn.com](mailto:info@helpme2learn.com).
- ❖ A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of pupil records.
  - The Help Me 2 Learn Company complies with this provision. The Help Me 2 Learn Company ensures that staff are trained and systems are in place to provide required security and confidentiality of student records.
- ❖ A description of the procedures for notifying the affected parent, legal guardian, or eligible pupil in the event of an unauthorized disclosure of the pupil's records.
  - The Help Me 2 Learn Company complies with this provision. In the unlikely case of an unauthorized disclosure of student records, the Help Me 2 Learn Company will make every effort to notify the affected parents or legal guardian.

- ❖ A certification that a pupil's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced. (NOTE: These requirements do not apply to pupil-generated content if the pupil chooses to establish or maintain an account with the third party for the purpose of storing that content either by retaining possession and control of their own pupil-generated content, or by transferring pupil-generated content to a personal account).
  - The Help Me 2 Learn Company complies with this provision. The Help Me 2 Learn Company ensures that student data is destroyed after completion of the terms of our contract.
- ❖ A description of how the district and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g).
  - The Help Me 2 Learn Company complies with this provision. The Help Me 2 Learn Company fully complies with FERPA regulations.
- ❖ A prohibition against the third party using personally identifiable information in pupil records to engage in targeted advertising.
  - The Help Me 2 Learn Company complies with this provision. It is the policy of the Help Me 2 Learn Company not sell, trade, or rent personal identification information in student records to anyone outside our organization.

January 2, 2016

Signed



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