

## TERMS AND CONDITIONS

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We want to ensure that your district has the best experience possible when using *Neptune Navigate*. If you have any questions concerning the following Terms and Conditions, please contact your Product Manager. These Terms and Conditions are valid as of June 2020 and are subject to change. You will be informed if any updates are made to said Terms and Conditions. Payment of your invoice and/or continued use of service constitutes acceptance of these Terms and Conditions.

### 01 AGREEMENT

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This service agreement is for a single school year running between August and June, and must be paid in full in advance before access to the LMS is provided. The program resets at the beginning of each August with updated and/or new modules provided on the schedule outlined in the proposal. There are no carry-overs from the previous school year in regards to module tracking. Annual renewal payment is due on or before August 1, and renewal notices will be sent out 60 days in advance of the due date.

### 02 LATE PAYMENT POLICY

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Account is considered delinquent if not paid within 30 days after the due date, at which time, service will be suspended.

### 03 TERMS OF USE POLICY

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Purchasing school/district agrees that all materials provided by *Neptune Navigate* will solely be used for that school/district, and will not be shared in any way with any other entities. The purchasing school/district has the right to post materials **ONLY** on that entity's social media sites and/or physical properties; nowhere else without prior written authorization from *Neptune Navigate*.

### 04 INTENDED USE POLICY

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*Neptune Navigate* is intended for the use of the faculty and staff of the purchasing school/district only. Neither you nor your staff members are permitted to share content or log in information with persons not employed by the school/district. By doing so you will be in direct violation of the intended use of the product and will be subject to further legal repercussions.

### 05 COPYWRITING

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ALL *Neptune Navigate* materials are copyright protected and cannot be shared, transmitted, or reproduced outside the Terms of Use Policy without prior written authorization from *Neptune Navigate*.



## **Children's Internet Protection Act (CIPA)**

The Children's Internet Protection Act (CIPA) requires schools and libraries receiving certain e-Rate benefits from the Federal Communications Commission (FCC) to adhere to policies that provide safe internet experiences for minors. These include policies related to:

- Preventing access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them.

As a vendor working with schools and libraries, CMC Neptune has created our Neptune Navigate product to adhere to all such guidelines.

Although the burden of preventing access to inappropriate websites and content belongs to the school or library, Neptune Navigate can help create an intentional internet experience for young students by enabling instant access to positive online resources from any device.

Affirmed and acknowledged on January 1st, 2021 by the following:

A handwritten signature in black ink that reads "Eric Jontra". The signature is written in a cursive style and is positioned above a horizontal line.

Eric Jontra / President  
CMC Neptune



## **Children's Online Privacy Protection Act (COPPA)**

CMC Neptune LLC and our Neptune Navigate services comply with all applicable provisions of the Children's Online Privacy Protection Act (COPPA) (15 USC 6501 et seq.). To the extent COPPA applies to information we collect, we process such information for educational purposes only, at the direction of the partnering School Customer and on the basis of educational institution consent.

Affirmed and acknowledged on January 1st, 2021, by the following:

A handwritten signature in black ink that reads "Eric Jontra". The signature is written in a cursive style and is positioned above a horizontal line.

Eric Jontra / President  
CMC Neptune



The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA sets forth protocols for ensuring the privacy and security of personally identifiable information of students. Neptune Navigate (created by CMC Neptune) follows the protocols set forth in FERPA to protect all relevant student information.

The Neptune Navigate platform is hosted on Amazon Web Services (AWS) and uses a number of AWS services that makeup the platform. AWS has published documentation related to FERPA compliance to help guide companies to create secure environments for educators and students. FERPA states for companies to use reasonable methods to ensure the security of IT solutions related to student education records.

All Neptune Navigate servers only allow access to student data within the virtual private network defined by the Navigate technology team. Storage of student records within the system include server side encryption. Access to the databases are controlled by strict login security and data is encrypted with keys that must be held by the system accessing the data and data backups are encrypted. A global content delivery network is in front of all customer facing servers to allow only valid web traffic and protect against denial of service attacks.

Affirmed and acknowledged on January 1st, 2021, by the following:

A handwritten signature in black ink that reads "Eric Jontra". The signature is written in a cursive style and is positioned above a horizontal line.

Eric Jontra / President  
CMC Neptune

**AMENDMENT TO AGREEMENT BETWEEN THE BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL DISTRICT 74 AND CMC NEPTUNE**

This Amendment is entered into as of August 5, 2021, by and between the Board of Education of Lincolnwood School District No. 74 ("School District") and CMC Neptune ("Neptune") pursuant to the Quote dated April 27, 2021, and the CIPA/COPPA/FERPA Compliance Statement (collectively, the "Agreement"), and shall continue in force for any extensions of the Agreement or subsequent renewals or order forms, unless otherwise agreed by the Parties.

1. **Terms and Conditions.** This Amendment modifies the Agreement entered into by the Parties. Terms and conditions not amended herein shall have the same meaning as in the Agreement. If there is conflict between this Amendment and the Agreement, the terms of this Amendment will prevail. Neptune shall not materially modify or amend the Agreement (see <https://www.neptunenavigate.com/>) during the term of this Agreement or any extension thereof, without providing written notice.

2. **Auto-Renewal.** The term of the Agreement between the parties shall not automatically renew. Subsequent extensions of the Agreement shall require notice to and approval of the School District.

3. **FOIA/OMA.** School District shall not be required to make any claim of privilege that may be applicable to prevent disclosure in response to, and will not be required to notify Neptune prior to any disclosure in response to, a valid FOIA request for information that is not confidential or proprietary. Neptune acknowledges and agrees that the Agreement is not confidential or exempt from disclosure under the Illinois Freedom of Information Act or Open Meetings Act.

4. **Governing Law/Venue.** This Agreement will be governed and construed in accordance with the laws of the State of Illinois, without regard to any conflicts of law provisions. Venue for all actions between the parties shall lie solely in the Circuit Court of Cook County, Illinois, and Neptune hereby submits to the jurisdiction of that court. Any references to binding arbitration shall be deleted from the Agreement.

5. **Illinois Student Privacy Laws.** In addition to its obligation to maintain student data in accordance with applicable federal laws, Neptune shall also maintain all student data obtained from School District in accordance with any applicable Illinois laws, including (without limitation, and only to the extent applicable) the *Illinois School Student Records Act* (105 ILCS 10/1 *et seq.*); and the *Illinois Student Online Personal Protection Act* (105 ILCS 85/1 *et seq.*) (herein "SOPPA"). In accordance with SOPPA, Neptune and the School District agree as follows:

a. The categories or types of SOPPA-covered information, as defined in Section 5 of SOPPA, to be provided to Neptune pursuant to this Agreement may include:

i. Information created by or provided to Neptune by a student or the

- student's parent or legal guardian in the course of the student's, parent's, or legal guardian's use of the operator's site, service, or application for K through 12 school purposes;
- i. Information created by or provided to Neptune by an employee or agent of School District for school purposes; or
  - ii. Information gathered by Neptune through the operation of its site, service, or application for K through 12 school purposes and which personally identifies a student, including, but not limited to, information in the student's electronic mail, first and last name, electronic mail address, or other student identifiers.
- b. The products or services being provided to School District by Neptune are as described in the documents that comprise this Agreement.
  - c. Pursuant to the federal Family Educational Rights and Privacy Act of 1974 ("FERPA"), Neptune is acting as a school official with a legitimate educational interest, is performing an institutional service or function for which the school would otherwise use employees, under the direct control of the school, with respect to the use and maintenance of covered information, and is using the covered information only for an authorized purpose and may not re-disclose it to third parties or affiliates, unless otherwise permitted under SOPPA, without permission from the school or parent, or pursuant to court order.
  - d. If a breach is attributed to Neptune under SOPPA, any and all costs and expenses incurred by School District in investigating and remediating the breach will be allocated to Neptune, except for the cost of School District personnel. The costs and expenses may include, but are not limited to, all items described in Section 15(4)(D) of SOPPA, as now written or as may be amended from time to time. Neptune shall indemnify and defend School District, and its individual Board members, officers, employees, agents, and successors against third-party claims, charges, causes of action, and liability of any kind, including but not limited to attorney's fees, arising directly and specifically from any security or privacy breach involving SOPPA-covered information as a result of negligent or intentional acts or omissions of Neptune, and any damages limitations in the Agreement shall not apply to School District in this regard.
  - e. Neptune must delete or transfer to School District all SOPPA-covered information within ninety (90) days if the information is no longer needed for the purposes of this Agreement. Neptune must delete, within a reasonable time period, a student's SOPPA-covered information if the School District requests deletion, unless the student or student's parent consents to the maintenance of the SOPPA-covered information.
  - f. Because School District maintains a website, SOPPA requires that School

District must publish a copy of this Agreement on the website.

- g. In case of any breach, within the most expedient time possible and without unreasonable delay, but no later than 30 calendar days after the determination that a breach has occurred, Neptune shall notify the Superintendent of Schools of any breach of the students' SOPPA-covered information.
- h. Neptune shall provide to School District a list of any third parties or affiliates to whom Neptune is currently disclosing SOPPA-covered information or has disclosed SOPPA-covered information. This list must, at a minimum, be updated and provided to the school by the beginning of each fiscal year and at the beginning of each calendar year.

6. **Insurance.** During the term of this Agreement and any renewal thereof, Neptune shall maintain a cyber-liability insurance policy insuring against data breaches. School District shall be named as an additional insured on such policy. Any damages limitations in this Agreement shall not apply to School District in its capacity as an additional insured.

7. **Authority to Execute.** Each signatory hereto represents and warrants that he or she has the proper corporate authority to execute this Amendment and bind his or her entity to the terms and conditions hereof.

**WHEREAS,** this Amendment and its terms and conditions are agreed upon by the Parties on the date set forth above.

**BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL  
DISTRICT 74**

By: [Signature]  
Its: Board President

Date: 8/5/21

**CMC NEPTUNE**

By: [Signature]  
Its: President

Date: 7/9/2021