



STANDARD ENGAGEMENT LETTER

Pana District 8
P.O. Box 377
Pana, IL 62557
217-562-6533

Via Email: ssavage@panaschools.com

1/15/2021

Re: Pana District 8 – EdPrivacy™

Dear Pana District 8 Administrators:

We are pleased to have the opportunity to provide services to your school district. This letter confirms the services you have asked our company to provide, and the terms under which we have agreed to provide those services. Please read this letter carefully because it is important to both Education Framework Inc and Pana District 8, that you understand what you can and cannot expect from our services. In other words, we want you to fully understand the limitations of the services you have asked us to provide. If you are confused at all by this letter, or you believe we have misunderstood the needs of your district, please call us to discuss this letter before you sign it.

Services To Be Provided

At your request and under your direction, Education Framework will provide student data privacy services that will include the following:

- EdPrivacy™
 - Single Sign-On access for faculty and staff with Google G-Suite for Education or MS Office 365
 - Unlimited access to privacy quality scoring database for app & website assessments.
 - Unlimited privacy assessment requests.
 - Unlimited vendor improvement requests.
 - District, school, and teacher level accounts and reporting.
 - Automatically updated public webpages to display approved technologies.

By your signature below, you acknowledge that you understand and agree that Pana District 8 will keep Education Framework informed and provide Education Framework with the data and information that is necessary to perform the services in which we are engaged.



Third Party Service Providers

During the engagement, Education Framework will use third party service providers to deliver student data privacy services. These third parties provide services such as cloud web hosting and email services. Warranties, to the extent they exist, are provided by the vendor of those services. We will do our best to provide appropriate notice if the third-party service providers change during the term of the engagement.

Fees/Withdrawal

The fees for such services are provided on quotes in Appendix A (additional terms of sale). All amounts are due and payable prior to the start of work. You agree that if you fail to provide the requested data and information, or pay for services for this engagement, we either may discontinue performing services for you until all outstanding balances are paid and/or may withdraw from the engagement ten days after written notice is sent to you.

Privacy Policy

Education Framework is required to keep all information about the engagement confidential, so we will not disclose any information about your district unless we have your approval or are required/permitted by law. This applies even if you are no longer a client. We are committed to safekeeping of your confidential information and we maintain physical, electronic, and procedural safeguards to protect your information. We use encryption-in-transit (SSL), and encryption-at-rest to protect your district information. You may read our full privacy policy at the following web page <https://educationframework.com/privacypolicy.aspx>. We encourage you to understand the privacy policy and make informed decisions before using any of the services.

Record Retention

We will retain information that we access, gather or collect on behalf of Schools for as long as the School's account is active or as needed to provide the services of this engagement.



Conclusion

Pana District 8, in addition to this letter of engagement, must also review and sign Education Framework's "Client Access Agreement" before work begins. You may request that we perform additional service at a future date beyond the scope of this engagement letter. If this occurs, we will communicate with you regarding the scope and cost of these additional services. Engagements for additional service will necessitate that we issue a separate engagement letter to reflect the obligations of both parties.

If this letter correctly describes our engagement, please electronically sign this this letter below.

Sincerely,

A handwritten signature in black ink, appearing to read "James E. Onstad".

James E. Onstad / Education Framework Inc.

The above letter confirms our understanding of the services to be performed and the limitations of those services. **By signing this engagement letter, I agree to purchase EdPrivacy at the price described on the quotation in Appendix A.**

Signature

Title

Date



APPENDIX A – Quotation for EdPrivacy

(Additional Terms of Sale)

Date: 1/15/2021
 Quote # 10961
Expires: Feb 12th, 2021

TO

Scott Savage
 Pana District 8
 P.O. Box 377
 Pana, IL 62557

License Description / Term	List Price (per student per year)	*Limited time discount	Annual Fee
		<i>Valid thru Friday Feb 12th, 2021</i>	
EdPrivacy / Annual License	\$2.99 @ 1182 = \$3,534	5% discount (Tier)	
		(\$2.83 @ 1182 = 3,345.06)	3,345.06
		Subtotal	3,345.06
		Sales Tax	0.00
		Total	3,345.06

Quotation prepared by: Jim Onstad

This is a quotation on the licenses named, subject to the conditions noted below:

Student population will be re-evaluated once per year prior to agreement renewal date.

Invoice to be issued upon completion of Client Access Agreement and Purchase Order if needed.

***\$2.83 per student, per year granted if quote is signed and filed by Feb 12th, 2021.**