



## **ChoosingTheBestOnline.com Terms of Service**

Choosing the Best Publishing, LLC (CTB) as a service to our customers are providing an online portal (Choosingthebestonline.com) that is a companion to our published curriculum. Our online portal is only available for current customer in good standing. We also allow potential customers to view the online portal on a limited time basis.

CTB reviews their policy on a yearly basis and when significant changes are made to portal to make sure that all privacy and security policies are still intact. A copy of the most current document can be found in the customer portal in the document section.

**Customer Overall Site Usage:** The customer agrees that usage of the online portal is only for those people who have been given access to the system by either CTB or the approved customer District Admin. The customer agrees that they will only grant access to their employee's or representatives who need access to fulfill their job duties. The customer agrees to not give access to an outside organization without authorization from CTB. The customer also recognizes that all materials are copy righted and any reproduction, sharing without the express and written permission from the CFO of Choosing the Best is prohibited. Violation of CTB's copyright can cause forfeiture of your account with the CTB Online platform with no refund at CTB discretion.

**Electronic Student Manual (ESM):** Should the customer purchase ESM's these are designed one per student single licenses only. Should you need shared student manuals please contact CTB for our printed version. Violation of CTB's ESM licenses agreement can cause forfeiture of your account with the CTB Online platform with no refund at CTB discretion. CTB will occasionally audit online usage, however, will never look at data entered by a student in their ESM. Students will have access to their ESM's for at least 4 years using their login that is originally created.

CTB does everything to make sure that our service is available during normal school days over all time zones. However, CTB makes no warranty or guarantee that the site will always be available and CTB does provide a DVD with each Leader kit purchased so the class can continue. Should there be a problem with the online portal CTB will make every attempt to fix the portal as quickly as possible but is not responsible for any downtime of the customer.

Choosing the Best Online Portal is online educational site to provide digital resources to both teachers and students. Our program range from 6<sup>th</sup> grade through high school. Each District/Customer will have their own portal that is specific to them and will not be used by any other district/customer. Choosing the Best relies on the District/customer on who is allowed to access their portal. The district/customer is responsible for gaining all consent needed for a student to use are system whether using printed or electronic student manuals in accordance with their district and or state guidelines and laws.

CTB Online offers a secure website with encryption for all data sent between the users the servers. We also recommend using SSO via ClassLink or Clever for a more secure environment. We now offer direct rostering through ClassLink. District/customers not using ClassLink can import their data using the built in import feature or send us their roster via SFTP. All rosters imported by CTB are securely deleted once the roster has been imported. Currently, CTB does not have a 2 step authentication.

Choosing the Best complies with GDPR, FERPA and COPPA

## **Choosingthebestonline.com Privacy Policy**



CTB collects the following information upon setting up a new district/customer. We will ask that at least one person is assigned as the district administrator. We will set that person and collect the following information. First & last name, school name, school district, optional grade and any email domains that teachers and/or students would be using for their email. CTB does not allow people with a generic email domain (gmail.com, yahoo.com, etc.) to access the system. We use the email domain to control access to our online portal. CTB will then setup the district profile, district administrator and grant that school access to the programs they are using.

Teachers can self-register for the system by providing the same information as above online (with the exceptions of domains). The district administrator will be responsible for approving all users for their districts.

Students are uploaded into the system while there are needed fields they are not validated. The student upload can be done at the district, are sending a roster file to CTB via secure ways (SFTP and others), or through ClassLink API automated rostering directly into our system.

CTB collects the following student information:

- A first name (alpha-numeric field) the lowercase entry to this field will be a portion of the students password
- Last name (alpha-numeric field)
- Grade
- Unique student email – this is how the student will login if not using SSO
- Manual – what ESM the student will using for the current school year.
- Student ID - (alpha-numeric field) is a sortable field on reports – can be any data
- Period - (alpha-numeric field) is a sortable field on reports – can be any data
- Teacher First Name – Teachers first name to assign the student to their teacher
- Teacher Last Name – Teachers Last name to assign the student to their teacher
- Teacher Email – Teacher’s email to assign the student to their teacher and create an account if one does not exist for a teacher

All lesson data that students enter into their ESM can only be seen by the student. The optional Homework and Quizzes data is made available to their teacher of record via a spreadsheet within the system. CTB has no access to this data.

#### **Date usage by user:**

**System Administrator** – Is a CTB employee or agent who is responsible for the overall system. They can see account information of the district admin and teacher accounts. The overall system administrator can see all data collected (Name, School, District and Grade) for all users in the system. However, System Administrators cannot see students or the data they have entered into their ESM’s.

**District Administrator** – are employees/agent from the customer who is responsible for their district setup. They can see all account information in that district (Teachers and Students), they can add users and students, and run reports.

**Teacher** - are employees/agent from the customer who are responsible for teaching. They can see both theirs and student account information in that district, they can add students, and run reports.

**Students** - will only see their data.

**Cookie Policy** – CTB Online does not collect cookies

**How CTB will use the collected data (FERPA & COPPA):** The data collected by CTB is used for the sole purpose of providing our Online system to our customers. CTB does not share data, sell data or allow monetization of the data that is collected from the CTB Portal. Furthermore, CTB does not allow any third-party tracking and will never advertise to anyone within our system. All data belongs to district/customers. CTB will not use the student or teacher emails for any other reason other than to allow login into our system by the student. CTB Online is a US based product and all customers reside in the US. CTB meets FERPA and COPPA regulations.



We will never sell the data or allow third parties to use the data in anyway except to troubleshoot the system. CTB will not send any email or use the email to teachers or students for any reason other than to give the person access to the system or troubleshoot. CTB will use the district admin email to share information that is specific to the CTB Online Portal. These emails will be of new features, tech issues or upcoming trainings. CTB will never use the emails to solicit. CTB Online portal will never advertise or use or platform for monetary gain. The only function of our platform is to provide Choosing the Best program materials in a digital format. All data collected belongs to the districts/customer.

Should a teacher leave it is the district administrator duty to delete that users. Upon written notice from a district/customer CTB will delete all data that belongs to that district/customer. District/Customers who have not or indicated they no longer will be using the portal will have all data deleted after two years. Student data is purged after 7 years in an active district. The reason for the length of term is a student starting in 6<sup>th</sup> grade could use our programs through middle school and high school. Only the student will have access to their data.

**Grant only customers:** If you district is part of a state or federal grant CTB has an optional grant module that will collect the demographic data that is required by the grant(s). This information for students: DOB, Gender and race. This information will be provided by the district. If your district is not part of a grant CTB will not need any demographic information. Also, the people responsible for pulling a generating the report can be given access to your system per the approval of the district.

Policy updates – Will be sent out on a yearly basis with our annual platform update email.

This policy can be found at [Choosingthebest.com/CTBPortalTOS.PDF](https://choosingthebest.com/CTBPortalTOS.PDF)

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