

<https://www.midatahub.org/>

Electronically Signing the Data Hosting Agreement

What is a Data Hosting Agreement?

A data hosting agreement specifies the terms and conditions upon which the Data Hub are hosting your districts data. This agreement outlines the precautions and protections the Data Hub host or agency (MiLearn, etc.) follow in handling district data. Districts are encouraged to review the document prior to signing and seek legal review should they have any concerns. Districts have the option to revoke the agreement at any time, which effectively will cease any data integrations their districts have configured.

Who may sign a Data Hosting Agreement?

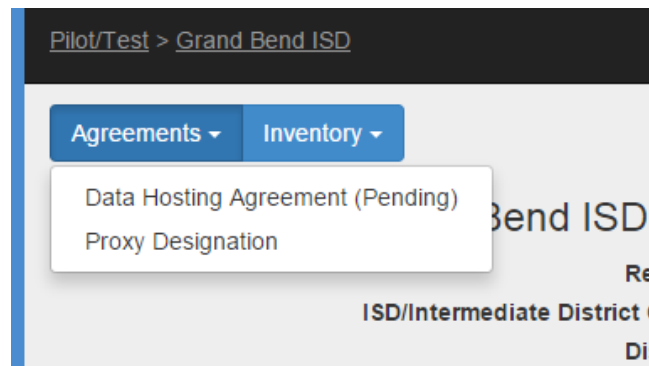
A data hosting agreement may only be signed by a district superintendent or his/her assigned proxy. The district superintendent is identified as the District Superintendent in the Data Hub Cockpit. The proxy assignment can only be granted by the district superintendent (Please see additional documentation).

What are the steps involved in electronically signing the agreement?

- 1) The first step toward electronically signing the agreement is to have a valid login as a district superintendent or as a proxy for the district superintendent. If your district superintendent does not have a login or has misplaced the email with his/her credentials, please submit a request at miservicedesk.org for a replacement email.

Once logged into the system, a district superintendent will see an Agreements dropdown with the choices of Data Hosting Agreement or Proxy Designation. Please note that a district superintendent proxy will not see the Proxy Designation choice. Also, note that the agreement status is in parentheses next to the Data Hosting Agreement item. The statuses used in the system include:

- a. Accepted – The agreement has been electronically signed
- b. Pending – The agreement has not been electronically signed
- c. Revoked – The agreement was revoked





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- 2) Click on the item for Data Hosting Agreement. A screen similar to the following will display.

Pilot/Test > Grand Bend ISD > Agreement Hello ddalley@kresa.org! Log off

Data Hosting Agreement - SWMI

Pending

Data Hosting Agreement - SWMI 1 / 6

Data Hosting Agreement

This Data Hosting Agreement (the "Agreement") is entered into as of ~~Monday, December 21, 2015~~, by and between the Kalamazoo Regional Educational Service Agency, a Michigan intermediate school district, whose address is 1819 East Milham Ave., Portage, Michigan 49002 ("Hosting Agency") and ~~Grand Bend ISD~~, a Michigan general powers school district, whose address is ~~1819 EAST MILHAM AVE, PORTAGE, MI 49002~~ ("Local District") for purpose of the Hosting Agency hosting Local District data for the Technology Readiness Infrastructure Grant ("TRIG") Data Integration Project in a secure environment and consistent with applicable privacy laws, which includes, without limitation, the Family Educational Rights and Privacy Act of 1974 and its accompanying regulations ("FERPA"). For purposes of this Agreement, "FERPA" includes any amendments or other relevant provisions of the Family Rights and Educational Privacy Act, as well as all requirements of 34 CFR §99.1 *et seq.*

PURPOSE

This Agreement shall inure to the benefit of the Local District and is for the purpose of implementing the TRIG Data Integration Project (the "Project") to conduct studies to evaluate and analyze the Local District's educational programs, some of which are funded with federal and state funds. The Hosting Agency will contract with various third-party contractors who will assign staff to work on behalf of the Project to implement and test a datahub database that will integrate student information and other related school data systems ("Contractors" or "TRIG Data

[Download](#)

This document was drafted by legal counsel for particular parties, under particular circumstances, with the respective parties providing conflict waivers for its drafting. This document has not been reviewed on your district's behalf, and you are encouraged to seek separate legal review.

☐ I have read and accepted terms of agreement.

☐ I do not accept the terms of the agreement.

- 3) At the bottom of the screen, click on "I have read and accepted terms of agreement". The screen will expand and look like the following screenshot.

[Download](#)

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☒ I have read and accepted terms of agreement.

Technical Contact Name	Email Address
John Smith	john.smith@gmail.com

☐ I do not accept the terms of the agreement.

I understand that, by this action, I am electronically signing this agreement and choosing to activate this district in the Data Hub.


[Save](#) [Cancel](#)

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- 4) Simply click on the Save button and the agreement will be updated with the name, title, date of approval and time of approval. Once signed the agreement should look like the sample below. Notice the highlighted electronic acceptance.

Data Hosting Agreement - SWMI


Accepted on 12/21/2015 by Don Dailey

Name and Title	Organization	Signature
David Campbell Superintendent	Kalamazoo Regional Education Service Agency	 David Campbell, Superintendent
Don Dailey District Superintendent / Lead Administrator	Grand Bend ISD	Electronically accepted by Don Dailey on 12/21/2015 at 2:32:31 PM.

I, Donald Dailey, as the single data custodian, acknowledge and assure that all researchers, employees, contractors or agents, including Contractors/TRIG Data Personnel, will be informed that they will have access to confidential data from the Local District, will be required to read and agree to the conditions set forth in this Agreement when working with any data provided by the Local District, and will sign a data sharing agreement that identifies the terms and conditions within which they may access the data. I further assure that I will immediately notify the Local District if a breach in confidentiality or security is occurs.

Data Custodian

Your signature acknowledges that you have read and understand the terms of this Agreement. Your signature also confirms that you agree to comply with all terms contained within this document.

Name: Donald Dailey
Email: support@midatahub.org
Phone: 269-250-9270
Signature: 

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- 5) If you would like a copy of the agreement for your records, you may click the Download button to download a PDF file.
- 6) If you would prefer that your district not use the Data Hub for data integration purposes, you also have the ability to choose the "I do not accept the terms of the agreement button". Choosing that options leaves all data integration features in a Disabled state, while still allowing users to log in and complete systems inventory and integration status information.

[Download](#)

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☐ I have read and accepted terms of agreement.

☒ I do not accept the terms of the agreement.

I understand that, by this action, I am electronically rejecting this agreement and choosing to disable this district in the Data Hub.

[Save](#)
[Cancel](#)