



144 Bignall St.  
Warwick, RI 02888

401-262-9002  
[www.ri-iste.org](http://www.ri-iste.org)

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# RISPA Membership Guide

Dear RI School Administrator,

Congratulations! On behalf of The Education Cooperative (TEC) and RISTE, we are thrilled to extend an invitation to join the Rhode Island Student Privacy Alliance (RISPA), an extension of the Student Data Privacy Alliance especially for RISTE member schools and districts. We want to welcome you and thank you for joining us in our efforts to keep student data secure!

This document will briefly outline the steps in the process of securing data privacy agreements for your school or district.

## Pricing

RISTE and TEC are able to offer RISPA services member districts for a fee of \$1.10/student, capping at a maximum of \$5,000 per district annually. TEC will manage the invoicing for each participating school district.

## To sign up for RISPA:

1. [Become a RISTE member](#) (if you're not already).
2. Print the [TEC W-9](#) to add TEC as a vendor in your financial/vendor system
3. Create a Purchase Order for the appropriate amount of \$1.10/student, \$5000 maximum.
4. [Join the TEC SDPA](#)
5. Please print the **pre-populated** service contract that is sent in an email to you.
6. Have your district's authorized signer review and sign the service agreement.
7. Once signed, please **scan it as a PDF** and upload it using the custom link in the original email, along with your purchase order.

## Secure Student Data Agreements (DPA)

You will be working with Ramah Hawley, the TEC Student SDPA Contract Administrator, and she will be your primary contact. Contact information is [rhawley@tec-coop.org](mailto:rhawley@tec-coop.org), 508-561-7207

### Step 1: Create a RISPA Website Account

All participating districts will need a RISPA account. This is the platform, hosted by the SDPC, that will organize all of the signed data privacy agreements. Visit the RISPA site (coming soon) and fill out the requested information. You will be notified by the Student Data Privacy Consortium (SDPC) once your account is created.



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## Step 2: Online Resources Used by Your School or District

To secure signed Data Privacy Agreements (DPAs) on your behalf, we will need to know the online resources used by your district. To start the process, send (or share) a list with Ramah Hawley, ([rhawley@tec-coop.org](mailto:rhawley@tec-coop.org)) of the apps your district is using. Ramah will also enter the application into the RISPA site on your behalf; if the tool is approved, you may then go in and fill out additional metadata, such as grade levels and content areas. You should only include online resources that are currently in use by your district or those for which you have a planned pilot during this school year.

## Step 3: Signing Rhode Island Student Data Privacy Agreements

### Vendors with signed RI DPAs

Once we get your list of online resources used by your district, we will process it as quickly as possible. There may be some vendors on your list that have already signed RI DPAs. For these vendors, the process of signing is very simple. We'll send you a one-page document, named 'Exhibit E', for your authorized signer to sign. Once this signed document is returned, your district is a subscribing member to the agreement, and you're all set!

### Vendors without signed DPAs

You may use a few online resources (vendors) for which we don't yet have existing DPAs. We will send the standard RI DPA to these vendors for signatures. Any vendor contact information you have will be most helpful. Many will sign the DPA as is, but some will request modifications as suggested by their legal counsel. At this point we involve our attorney, Felicia Vasudevan, who reviews the requested modifications and negotiates the final terms and conditions with the vendor.

### Vendor unresponsive or declines to sign

Some vendors may decline to sign the DPA. A few cannot sign as they're not in compliance. Others are very small companies without the resources for a legal review. We will post these on the RISPA site as "declined" and include the vendor's stated reason. We strongly suggest that you discontinue use of these resources and look for alternatives. If you must continue using the vendor, your school or district should obtain legal parent/guardian releases for each student using their application.

### Getting Started

Ramah will be scheduling onboarding webinars that will cover all the important steps to start this important work. We strongly urge you to attend one of the two sessions. Our main goal is to make this process as easy for you as possible, and we are happy to address any questions or concerns you may have. The webinars will be recorded and posted on the RISTE website.

### Professional Development Schedule

Please join us for one of two introductory webinars (TBA). The webinars will cover the using the online tools to register with TEC for RISPA and clarifying priorities for the 2019-20 school year.