

Education Assessment

✓ Educational value has been assessed

Comments: (i.e. strengths, limitations, best practice suggestions)

- Epic can be accessed via the internet or via the free app
- Provides students with access to a variety of fiction / non-fiction ebooks, narrated books, audio books and videos
- EPIC should be used in combination with many other ways for students to access print / stories and is one part of a student's comprehensive literacy program
- Teachers can scaffold book selection by recommending books
- Considerations:
 - Teachers may voluntarily create a class account by sharing their first and last name, email address and password, profession, school address
 - Teachers MUST use student aliases instead of student names. (Eg: Anita Book = AB 1)
 - Teachers MUST NEVER share parent email address with Epic (Epic Schools is intended to be used in school and parent email addresses should not be shared for the purposes of using EPIC as a home-reading program)



Preliminary Privacy Impact Assessment

Digital resource	https://www.getepic.com/school-privacy-promise https://privacy.commonsense.org/evaluation/Epic---Unlimited-Books-for-Kids
Does a PIA exist? (Vendor, ERAC)	No
Is there a 'data link' (e.g.. Pulling PI data from one source to another)?	No
Describe how PI is (requires examining TOU and Privacy Policy)	
Collected What PI data is collected? List all the PI that could be collected from students, teachers, parents through using the service	<u>Account Information</u> Teacher email, first/last name, address, school Student name, reading level Parent email address (optional) <u>Teacher Submissions</u> lesson plans and notes are optional <u>Student Content:</u> responses to quizzes, which may be viewable to others in the same class.

	<p><u>Use of Service:</u></p> <p>Information about the use of the Services, including a user’s general location (based on IP address or GPS), when, and for how long a user accesses our Services, what content a user views, and what actions he or she takes.</p> <p><u>Device Information:</u> Information from and about a user’s device, such as mobile device type, browser type and version, operating system name and version, IP address, and referring URL. We collect this information automatically when you access our services, to help us understand usage, diagnose problems, administer our Services, and provide support.</p> <p>Information collected through cookies, which are pieces of information stored directly on a user’s computer, and other persistent identifiers. We and our service providers use this information for security purposes, to facilitate navigation, to display information more effectively, to personalize your experience while using the Services, and to recognize your computer in order to assist your use of the Services. We also gather statistical information about use of the Services in order to continually improve their design and functionality, understand how they are used and assist us with resolving questions regarding them.</p> <p>Information collected through pixel tags (also known as web beacons and clear GIFs) or other, similar technologies to track how you navigate through our Services, so that we can understand, for example, what links are clicked and what content is accessed and for how long.</p> <p>We do not use cookies, pixel tags, or other technologies to track your use of third-party services.</p>
<p>Used</p> <p>What is the PI used for? Will PI be used to make decisions that directly affect individuals? Does the company use the PI to advertise its services or those of other companies to students, teachers or parents?</p>	<p>We only use student personal information to provide our Services to schools and support and improve the product. Specifically, we may use and disclose the information we collect:</p> <ul style="list-style-type: none"> ● To permit teachers to review students’ work, monitor students’ performance and progress, plan lessons, and otherwise support instruction. ● To permit parents and guardians to review their children’s work and monitor their performance and progress. (When parent information is not shared, parents will not have access) ● To offer students feedback and support, permit them to access information shared by their teachers, suggest other content or activities for them, help them track their own progress and maintain a file of their work, and allow them to create a collection of books. ● To personalize user experience, such as displaying a student’s name on his or her profile page or the teacher dashboard.

	<ul style="list-style-type: none"> ● For analytics purposes, to understand how our Services are accessed and used, and how they perform, so that we may improve upon their design and functionality. We also perform analytics on aggregate information that does not permit the identification of any individual user. ● To provide teachers with various types of reports, such as reports detailing the performance and progress of a particular classroom or student. ● To diagnose problems, troubleshoot issues, and provide maintenance and support. ● We may use teacher or parent information to communicate with those teachers or parents, including by sending marketing communications, consistent with their choices. (Parent info may not be shared and therefore will not receive marketing)
<p>Disclosed Who will/can have access (vendor, partners, legal)?</p>	<ul style="list-style-type: none"> ● third party service providers, who provide services such as website hosting and customer service, to permit them to provide those services to us. ● third party in the event of any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in bankruptcy or similar proceedings). ● as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities, including public and government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations or those of any of our affiliates; (f) to protect our rights, privacy, safety or property, and/or that of our affiliates, you or others; and (g) to allow us to pursue available remedies or limit the damages that we may sustain. <p>The profile name of each student in a class may be viewable by other students in the same class, as well as classmate avatars and information related to participation in class reading activities. (Student aliases should be used)</p> <p>We may use and disclose information that does not identify or otherwise directly relate to an individual for any purpose, subject to any restrictions imposed by applicable law.</p>
<p>Secured Measures in place to secure – encryption, passwords, software and</p>	<p>Teacher password. Student accesses using class code and alias</p>

platform updates, independent testing for security	
Stored Where is the data being stored? <ul style="list-style-type: none"> - What hosting providers are being used? - What hosting region(s) are data being stored in? 	Not specified
Kept Accurate	Not specified
Retained Expiry, deletion, backup/restore <ul style="list-style-type: none"> - How are requests made by students, teachers, parents, district staff for data to be: Deleted, Downloaded - What are the retention policies (not, e.g., 1 yr retention if PI used to make decisions that affect individuals) 	We will retain your information for the period necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law. Epic will delete an account and all content associated with the account if the account has not been accessed for more than 7 years. You may have the right to access, correct, download for transport to a similar service, or delete any of your personal information collected by Epic. If you would like to exercise such rights, please contact us here . If you are a parent and want to correct, edit, download, or update information about a student, please work directly with your teacher or school.
RECOMMENDATIONS <input type="checkbox"/> Approve the application/extension with some considerations	COMMENTS Epic can be used safely with the following recommendations: Teachers may voluntarily create a class account by sharing their first and last name, email address and password, profession, school address Teacher MUST use student aliases instead of student names. (Eg: Anita Book = AB 1) Teacher MUST NEVER share parent email address with Epic
Date submitted to IT/Privacy: 2021-05-17	Decision / Date: June 28, 2021