

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 hubs 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?

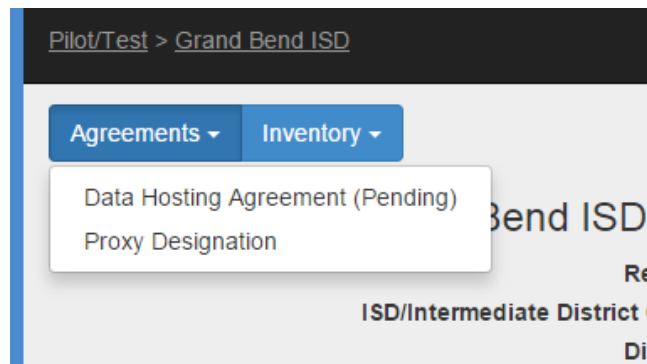
A data hosting agreement may only be signed by a district superintendent or his/her assigned proxy. The district superintendent is identified as the District Superintendent in the Data Hub Cockpit. The proxy assignment can only be granted by the district superintendent (Please see additional documentation).

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 email support@midatahub.org for a replacement email.

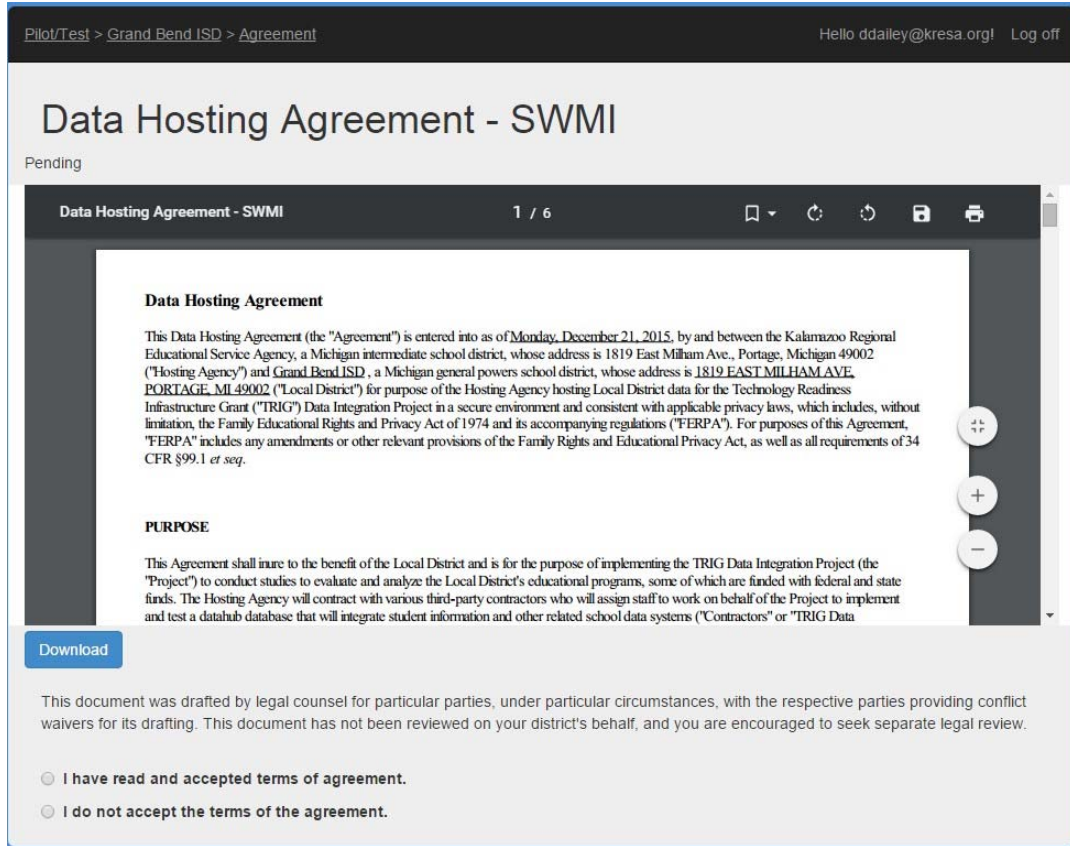
Once logged into the system, a district superintendent will see an Agreements dropdown with the choices of Data Hosting Agreement or Proxy Designation. Please note that a district superintendent proxy will not see the Proxy Designation choice. Also, note that the agreement status is in parentheses next 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- c. Revoked – The agreement was revoked



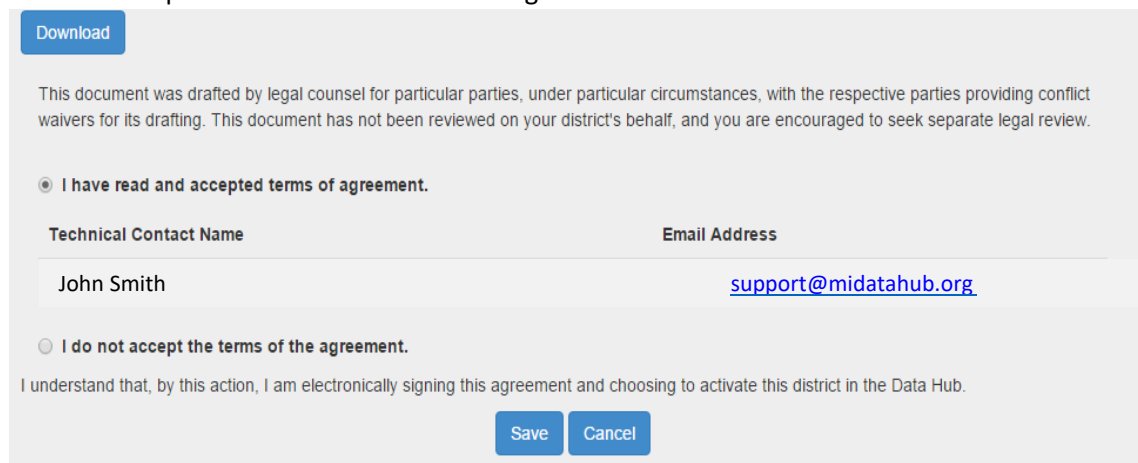
<https://www.midatahub.org/>

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



The screenshot shows a web interface for a "Data Hosting Agreement - SWMI". At the top, there is a breadcrumb trail "Pilot/Test > Grand Bend ISD > Agreement" and a user greeting "Hello ddailey@kresa.org! Log off". The main heading is "Data Hosting Agreement - SWMI" with a status of "Pending". Below this is a document viewer showing the first page of a 6-page document. The document text includes the title "Data Hosting Agreement", a paragraph describing the agreement between Kalamazoo Regional Educational Service Agency and Grand Bend ISD, and a section titled "PURPOSE" which states the agreement is for a TRIG Data Integration Project. A "Download" button is visible below the document. At the bottom of the screen, there are two radio button options: "I have read and accepted terms of agreement." (which is selected) and "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.




The screenshot shows the expanded agreement screen. It features a "Download" button at the top left. Below it is a disclaimer: "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." The "I have read and accepted terms of agreement." radio button is selected. Below this, there are two input fields: "Technical Contact Name" with the value "John Smith" and "Email Address" with the value "support@midatahub.org". The "I do not accept the terms of the agreement." radio button is unselected. At the bottom, there is a statement: "I understand that, by this action, I am electronically signing this agreement and choosing to activate this district in the Data Hub." and two buttons: "Save" and "Cancel".

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

- 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: 

[Download](#)

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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 hubs 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](#)