

i4class Privacy and Security Policy

INTRODUCTION

The i4class product is a highly secure, web-based learning and assessment system that helps schools/organizations, their administrators, teachers, students and other education personnel (Users) to perform more effectively. i4class understands that privacy and security are tremendously important to the users of our system and strives to be diligent and transparent in our data collection, security and privacy practices. This privacy and security policy describes the steps we take to protect your data.

1. WHAT WE COLLECT

Information about Schools/Organizations: i4class asks for certain information when a School/Organization registers with i4class, which may include: a contact name, a contact phone number, school/organization name, school/organization district, school/organization email address, school/organization calendar, and school/organization phone number. We may also retain information provided by a School/organization if the School/organization sends us a message, posts content to our website, or responds to emails or surveys.

Once a school/organization begins using the i4class service, we will keep records of activities related to the service. We use this information to operate, maintain, and provide the features and functionality of the service, to monitor our service offerings and functionality, and to communicate with our schools/organizations.

User Content: i4class stores user created data in the course of providing its services. We consider this data to be confidential and do not access or use such data for any purpose other than to provide the services on the users behalf. i4class has access to data only as requested by the user and only for the purposes of performing services on the users behalf. If you are a student or parent, please contact your school/organization if you have questions about the school's/organization's use of technology service providers such as i4class.

Information collected through technology: We automatically collect certain types of usage information when a user accesses our service. We may send one or more cookies — a small text file containing a string of alphanumeric characters — to your computer that uniquely identifies your browser and lets i4class help you log in faster and enhance your navigation through the site. We use or may use the data collected through cookies, log files, and device identifiers, to: (a) remember information so that a user will not have to re-enter it during subsequent visits; (b) provide custom, personalized content and information; (c) to provide and monitor the effectiveness of our Service; (d) monitor aggregate metrics such as total number of visitors, traffic, and usage on of our Service; (e) diagnose or fix technology problems; and (f) help users efficiently access information after signing in.

2. WHAT WE SHARE

i4class does not rent or sell any information for marketing and/or any other purpose. i4class only shares information in a few limited circumstances in order to successfully operate our product and service our users as follows:

- We may be required to share information with law enforcement or other third parties when compelled to do so by court order or other legal process, to comply with statutes or regulations, or if we believe in good faith that the disclosure is necessary to protect the rights, property or personal safety of our users.
- In the event of a change of control: If we sell, divest or transfer the business or a portion of our business, we may transfer information, provided that the new provider has agreed to data privacy standards no less stringent than our own. We may also transfer information – under the same conditions – in the course of mergers, acquisitions, bankruptcies, dissolutions, reorganizations, liquidations, similar transactions or proceedings involving all or a portion of our business.
- We may share information with those that provide us with technology services (e.g. web hosting), but strictly for the purpose of carrying out their work for us. We only work with providers who provide data security and protection at the same or higher levels as we do.

In addition to the actions described above, some elements of our Service enable interaction with third party applications. i4class does not facilitate the sharing of any data with third party applications except on behalf of our users and only after the user has explicitly instructed and authorized us to do so.

3. HOW WE PROTECT YOUR INFORMATION

Facility Security: Any information collected through the Service is stored and processed in the United States. If you use our Service outside of the United States, you consent to have your data transferred to the United States. i4class's data centers are operated by partners with extensive experience in designing, constructing, and operating secure, large-scale data centers. Security safeguards include but are not limited to data encryption, firewalls, and physical access controls to building and files.

Authentication: i4class maintains strict administrative, technical and physical procedures to protect information stored in our servers. Access to information is strictly limited (through user/password credentials and authentication) to authorized individuals.

Transport Layer Security: i4class uses bank-grade security infrastructure at the software and network level, to ensure that data is always encrypted and transmitted securely. i4class requires that all data transferred via its website use industry-standard Secure Sockets Layer cryptographic protocol over an HTTPS connection. This means that unique session keys are used to encrypt and decrypt data

transmissions and to validate transmission integrity.

Data Access Grant: Once a school/organization begins using i4class, data will not be available to any individual until the school/organization has, for each individual, explicitly granted access and specified the limits of their access. Once granted access, i4class will allow the individual to store, transmit, and display data only via secure and FERPA compliant methods. i4class reserves the right to withhold access from individuals it believes are unable to handle information securely.

4. CHOICES ABOUT YOUR INFORMATION

Account information and settings: Schools/organizations may update user account information by signing into the administrator account. If you have any questions about reviewing or modifying account information, contact us directly at support@i4class.com.

Access to user content: Schools/organizations control access to user content, including student data. If you have any questions about reviewing, modifying, or deleting content, please contact your school/organization directly.

How long we keep User Content: Following termination or deactivation of a School/Organization account, i4class may retain profile information and content for a commercially reasonable time for backup, archival, or audit purposes. We may maintain **anonymized** or aggregated data, including usage data, for analytics purposes. If you have any questions about data retention or deletion, please contact support@i4class.com.

5. LINKS TO OTHER WEB SITES AND SERVICES

Please remember that this privacy policy applies to the i4class Services and not other websites or third party applications, which may have their own Privacy Policies. You should carefully read the privacy practices of each third party application before agreeing to engage with the application through the Service.

6. HOW TO CONTACT US

If you have any questions about this Privacy and Security Policy or the i4class Service, please contact us at support@i4class.com.

7. CHANGES TO OUR PRIVACY AND SECURITY POLICY

i4class may modify or update this Privacy and Security Policy from time to time so you should review this page periodically. When we change the policy in a material manner we will let you know.