

Memorandum of Understanding

This Memorandum of Understanding (MOU) is made on February 16, 2017, between ORGANIZATION1, hereinafter referred to as ABBREVIATION1, and ORGANIZATION2, hereinafter referred to as ABBREVIATION2, for the purpose of establishing collaborations on the CLI Engage online platform for shared viewing and editing student-level data.

Purpose

The Children's Learning Institute, hereinafter referred to as CLI, at The University of Texas Health Science Center at Houston provides opportunities for organizations to collaborate and share student-level information through the online platform CLI Engage. The purpose of this MOU is to provide a framework for CLI to establish student-level permissions in CLI Engage shared between ABBREVIATION1 and ABBREVIATION2.

Understanding

ABBREVIATION1 and ABBREVIATION2 agree upon that:

1. No collaboration will be established for sharing and viewing student-level data in CLI Engage until the MOU is completed and signed by both parties.
2. Student-level data in CLI Engage includes student information and assignments of teachers to specific classes.
3. CLI will establish student-level data viewing and editing permissions for classes listed in this MOU after the signed document is received by CLI.
4. Both parties will be able to view and edit data for only those classes listed in this MOU and approved by both parties.
5. Both parties can approve access to view and edit all student-level data by indicating this approval in the table below.
6. Users with CLI Engage accounts at ABBREVIATION1 and ABBREVIATION2 will have the following level of access to view student-level data:
 - a. Community/District Users and Specialists to view and edit student-level data for classes at schools that they are assigned to view.
 - b. Principal/Directors will only have access to view and edit student-level data for classes at schools that they are assigned to view.
 - c. School Specialists will only have access to view and edit student-level data for classes at schools that they are assigned to view.
 - d. Teachers will only have access to view and edit student-level data for classes that they are assigned to view.
7. The parties will establish which party will upload student-level data into CLI Engage.
8. This agreement will be renewed at the start of each school year, or when additional classes are added as a part of the collaboration, whichever comes first.
9. Either party can request that access to view and edit student-level information can be removed from the other party at any time.
10. CLI will require written consent from both parties before any changes are made to student-level permission for users who have access to view and edit student-level data.

Collaboration Classrooms

CLI will establish permissions for users at ABBREVIATION1 and ABBREVIATION2 to view and edit student-

level data for the schools and classes listed in the table below that are marked as approved by both parties. Mark "YES" for all classrooms approved for collaboration.

Community Name	School Name	Class Engage ID	Class Name	Class Lead Teacher	ABBREVIATION2 Approval	ABBREVIATION1 Approval
<<Engage name>>	ALL SCHOOLS	ALL CLASSES	ALL CLASSES	ALL TEACHERS		

Collaboration Approvers

ABBREVIATION1 and ABBREVIATION2 will designate at least one staff person at the organization, at the community/district user or community/district specialist level in CLI Engage, to approve additional collaborations and/or changes to collaborations.

ABBREVIATION1 authorizes the following staff to be approvers:

- 1. List staff here (additional approvers can be added)

ABBREVIATION2 authorizes the following staff to be approvers:

- 1. List staff here (additional approvers can be added)

Collaboration Approver for ABBREVIATION1: <<name>>

Signed for ABBREVIATION1

Date Signed

Collaboration Approver for ABBREVIATION2: <<name>>

Signed for ABBREVIATION2

Date Signed

For CLI Use Only

Accepted by CLI Staff on: <<date>>

Accepted by: <<CLI Staff>>

Returned signed MOU to ABBREVIATION1 and ABBREVIATION2 on: <<date>>