

# Inq-ITS Privacy Policy

Last modified: April 6, 2016

## Introduction

This Privacy Policy (the “Policy”) explains how we collect, use, and protect the information you share when using Inq-ITS and Inq-Blotter (the software “services”). These services are operated by us, Apprendis LLC ([www.apprendis.com](http://www.apprendis.com)), in collaboration with Worcester Polytechnic Institute (WPI; [www.wpi.edu](http://www.wpi.edu)), and Rutgers University ([www.rutgers.edu](http://www.rutgers.edu)), our “University Research Partners.” The Services are both a subscription service provided by Apprendis, and an educational research platform in which research questions are addressed regarding: (1) teaching and learning of science; (2) assessment of science knowledge and skills; (3) how our technology is utilized in authentic educational settings, like schools. The services are wholly owned by Apprendis and WPI.

We value your privacy and will take all reasonable steps to protect your personal information. We do not freely distribute, or sell your personally identifiable information as defined in this Policy below. However, such data may be made accessible to those volunteers and staff who administer the site, including associates at University Research Partners, and qualified third parties as elaborated in this Policy below.

Use of our services indicates agreement to the terms and conditions within in this Policy.

## Overview of Services and Technology

Inq-ITS and Inq-Blotter are educational technology services that promote students’ learning of science and help educators monitor their students’ performance and track their growth. They are *software services*, meaning that the software and user data do not reside on computers owned and maintained by the school or district. They instead reside on computing equipment owned by Apprendis, and/or its University Research Partners, and/or its qualified third party services.

The Inq-ITS and Inq-Blotter services are distributed across two platforms, our *main system platform*, and our *research platform*. Our *main system platform* includes all [inqits.com](http://inqits.com) sites, including its subdomains, like [selfservice.inqits.com](http://selfservice.inqits.com). The main platform utilizes cloud technology, namely Amazon Web Services (AWS), to host the service and securely store information. Our *research platform* includes all [slinq.org](http://slinq.org) sites, including its subdomains. The research platform uses servers maintained and secured at Worcester Polytechnic Institute.

Our services makes use of JavaScript and Browser Cookies to track logins, sessions, and collect anonymous traffic data. Disabling JavaScript and/or Cookies will prevent you from using the features of these services.

## Kinds of Users: Unregistered Users, Registered Students, Registered Educators

We collect data for three kinds of users elaborated as follows:

- Unregistered Users: Unregistered users can access basic functionalities of the site including reference documents, informational videos, and demonstration virtual labs.
- Registered Students: Registered students can also access virtual labs assigned by their teachers as well as other site features. **USERS UNDER 13 YEARS OF AGE SHALL HAVE PRIOR APPROVAL FROM THEIR PARENT OR LEGAL GUARDIAN, AND/OR SHALL HAVE BEEN AUTHORIZED BY THE APPROPRIATE PERSONNEL WITHIN THEIR SCHOOL OR DISTRICT TO REGISTER FOR USE OF THE SERVICES.**
- Registered Educators: Registered educators (teachers, curriculum coordinators, after school program supervisors, etc.) can also preview virtual labs, assign labs to students and track student progress, change student information (such as their names or passwords).

Information will be collected regarding users' usage of all services. We describe what data are collected and how these data are used within the system and us in the sections below.

### Unregistered User Data Collected

When accessing the site, we may collect IP addresses, URLs visited, and system information including (but not limited to): operating system and browser version.

### Registered User Data Collected: Personally Identifiable Information (PII)

We define Personally Identifiable Information (PII) as any information that can be used to distinguish one person from another, and can be used to deanonymize anonymous data.

We collect the following PII from our users:

- Registered Students: First name, last name, month of birth, date of birth, (optional) email address.
- Registered Educators: First name, last name, email address, school name and grade(s)/subject(s) taught, school city, school state and school country.

### Registered User Data Collected: Non-Personally Identifiable Information

Non-PII are data that, by themselves, cannot be used to reveal a person's specific identity.

These data may include: IP addresses, URLs visited, and system information including, but not limited to, operating system and browser version. As part of our assessment process, we also collect mouse movements, mouse clicks, and keyboard strokes – all of which are used to generate data about students' performance within our activities.

## How We Use Your Data

We collect PII and non-PII for six explicit purposes: (1) to enable users to register and create secure, unique logins; (2) to contact via email students and/or educators about the services; (3) to enable educators and their students to easily monitor performance and learning within the system; (4) to conduct educational research in conjunction with our University Research Partners; (5) to improve our software and services; (6) for legal and/or government compliance and user protection.

*(1) Unique and Secure Logins:* Student usernames are generated from PII, a combination of the first two letters of their first name, their last name, 4 digits representing their birthdate, and additional characters. For example, a student named John Smith, born on April 6 may have the username: JoSmith0406A. If students provide an email address, they may log in with that email address. In either case, their password must also be entered to access the system. Educator usernames are the email address they used for signup.

*(2) Contact via Email:* We use email to convey important updates and notices about services. Students may receive notification via email related to core service functionality including: notification of assignments due, or notification of password / information changes. Educators may receive notification via email of core service functionality, terms of service updates, and additional information related to Inq-ITS or other Apprendis products.

*(3) Monitoring Performance:* Once registered within the system, students associate themselves to an educator by entering a unique code into the system. By entering this code, the student enables an educator to have access to their first and last name, their username, and all prior performance / activity data logged and/or aggregated within the system. The educator may also reset the student's password in the event that it is forgotten. Such performance data is stored separately from PII. Parents are encouraged to login with their student to view their performance within our services.

*(4) Educational Research:* Apprendis, possibly in collaboration with its University Research Partners, may use both PII and non-PII to conduct educational research on the services. All research protocols are reviewed by Internal Review Boards (IRBs) and kept on file. All Apprendis staff/contractors and University Research Partner staff/contractors who handle PII have been approved to do so. In our research, we may aggregate PII and non-PII, but will keep such data private and secure. Anonymized data (aggregated or non-aggregated data with PII removed), however, may be shared or made publicly available. Similarly, research publications and presentations in journals, conferences, etc. may also report on such aggregated data. SUCH PUBLICATIONS AND DATASETS WILL NEVER INCLUDE INFORMATION THAT CAN BE USED TO UNIQUELY IDENTIFY ANY TEACHER OR STUDENT.

*(5) Service Improvement:* Apprendis, possibly in collaboration with its University Research Partners, may use both PII and non-PII to improve its software services and to troubleshoot and add new features to the system. Apprendis and its University Research Partners may work with third parties who provide services including, but not limited to: analytics, infrastructure support, and email delivery support. PII may be shared with these parties solely for providing these services.

*(6) Legal Processes and Protection:* We reserve the right to disclose PII to others (a) under applicable law; (b) to comply with legal process; (c) to respond to governmental requests; (d) to enforce our Terms of Service; (e) to protect our operations; (f) to protect the rights, privacy, safety or property of Apprendis and its University Research Partners, you or others; and (g) to permit us to pursue available remedies or limit the damages that we may sustain.

All user data may remain in our records, even the user terminates usage of our services. Such data can be used in accordance with this Privacy Policy.

## **Disclaimer**

We value your privacy and take all reasonable steps to protect PII. In the unlikely event that PII is compromised, we will rectify the infringement as fast as possible, and notify all user(s) of the nature and extent of the infringement. Users who register for our service indicate willingness to assume this risk.

## **Amendments and Modifications**

Amendments and modifications may be made to this Policy. We may amend or modify this Policy by posting updates to this Site. Similarly, amendments and modification notices may be sent to users via email. Usage of our services indicates agreement to accept the new Policy by using or relying on our services and materials.

## **Questions**

If you have any questions about any of these practices, use of your personal information, or have reason to believe your PII is no longer secure, please email [privacy@inqits.com](mailto:privacy@inqits.com).