

## IT REVIEW PACKET

Everything a district IT or review team typically needs about MCP Resource Hub: site access, sign-in, LMS integration, privacy, and the standard CTO review questions.

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# District IT Runbook

**None of these steps are strictly required.** Teachers can sign in on day one with email only. Each step below removes friction.

## Step 1 – Confirm site access

Make sure teachers can reach `hub.modernclassrooms.org` from district networks and managed devices. If your filter has a category for "education" or "general web," nothing else needs to be allowed.

## Step 2 – Confirm email deliverability

Sign-in emails ("magic links") need to land in teacher inboxes:

- **Allowlist the Modern Classrooms Project sender domain** so messages aren't quarantined.
- **Exclude our sign-in domain from URL rewriting.** Some mail security tools rewrite links in incoming mail, which can invalidate the magic link before the teacher clicks it.
- Optional check: enter a real district email at the Hub and confirm the link arrives.

## Step 3 – Connect your LMS

LMS connection enables single sign-on **and** direct API import. Pick the one(s) you use:

- **Google Classroom** – mark the Hub as Trusted in Google Admin (~5 minutes for a Google Workspace super admin).
- **Canvas** – generate a Canvas Developer Key via our secure setup link (~10–15 minutes).
- **Schoology** – no setup needed. Teachers download Common Cartridge files and import them.

For Canvas: email [hub@modernclassrooms.org](mailto:hub@modernclassrooms.org) and we'll send a one-time setup link to your Canvas admin. The admin pastes credentials directly into our encrypted store – we never see them.

## Step 4 – Privacy review (if required)

The Privacy and Data and CTO Review FAQ sections that follow cover what districts typically need: data inventory, FERPA/COPPA stance, security practices, subprocessors, and incident response.

## SECTION 2 OF 3

# Privacy and Data

The Hub is built to give teachers curriculum without asking for student data. We deliberately avoid integrations that would put student information in our hands.

## Who uses the Hub

Teachers and curriculum staff. Students don't sign in and never interact with the Hub directly.

## What we collect about teachers

Data	Purpose
Email address	Identify the user; send sign-in emails
Name (from SSO)	Display name in the UI
District association	Show the right curriculum and branding
Starred resources, recent views	Personalize the teacher's Hub
Usage analytics	Aggregated; improve the product

Email addresses are encrypted at rest. Sessions are stored as encrypted cookies and last 30 days.

## What we never access

- Student names, IDs, demographics, enrollment data, or rosters
- Student work, grades, assessment data, or behavioral data
- Anything in Google Classroom, Canvas, or Schoology that the teacher did not choose to import

When a teacher signs in via Google or Canvas, we request only the OAuth scopes we actually use (read teacher profile, read teacher's course list, write course content). We do **not** request student-roster, submission, or grade scopes.

## FERPA and COPPA

- **FERPA** – Because the Hub doesn't collect or store education records of identified students, the Hub doesn't trigger FERPA's school-official obligations. **We're happy to sign a Data Processing Agreement (DPA) if your district requires one.**
- **COPPA** – Students under 13 do not use the Hub. There is no path for a student to create an account or interact with the product directly.

If your district has a stricter local policy you'd like us to attest to, contact [hub@modernclassrooms.org](mailto:hub@modernclassrooms.org).

## Security

- All data encrypted in transit (TLS 1.2+) and at rest.
- OAuth tokens (Google, Canvas) encrypted in our database.
- Production access limited to the engineering team and audited.
- Standard practices: least-privilege, parameterized queries, dependency scanning, regular vulnerability review.

## Subprocessors

We use a small set of vetted vendors to run the Hub. None of them receive student data, because we don't collect it.

Vendor	Role
Vercel	Application hosting (US regions)
Neon (Postgres)	Primary database
Postmark	Transactional email (sign-in links)
Google / Canvas	OAuth providers (only when a teacher signs in or imports)
PostHog	Aggregated product analytics

We update this list when subprocessors change. Districts can request notification of material changes.

## Incident response

If we confirm a security incident affecting teacher data, **we notify each affected district's primary contact within 72 hours** with a description of the incident, the data involved, and the steps we're taking.

## Data export and deletion

- Teachers can revoke the Hub's OAuth access from their Google or Canvas account at any time.
- District administrators can request deletion of all user records by emailing [hub@modernclassrooms.org](mailto:hub@modernclassrooms.org). **We complete deletion requests within 30 days** and confirm in writing when finished.

## Policies

- [Privacy Policy](#)
- [Terms of Use](#)

## SECTION 3 OF 3

# District CTO Review FAQ

Answers to the questions district CTOs and review boards typically ask.

### 1. Has the application been reviewed and approved for use elsewhere?

Yes – the Hub has been reviewed and approved by multiple district partners across the United States. We can share existing approvals or put your team in touch with peer districts as references. Email [hub@modernclassrooms.org](mailto:hub@modernclassrooms.org).

### 2. Will this application be used by students, staff, or both?

**Staff only.** Teachers and curriculum staff sign in. Students don't have accounts and never interact with the Hub.

### 3. Who is the target audience?

Teachers and instructional staff at partner districts. Within a district, access can be scoped to:

- Specific email domains (default).
- Manually approved users (the MCP team approves each new sign-up).
- SSO-only access (must come through Google Workspace or Canvas).

Tell us which scoping you'd like; we configure it per district.

### 4. How will teachers use it?

- Browse classroom-ready curriculum aligned to MCP's instructional model.
- Customize materials for their classes.
- Push materials into Google Classroom or Canvas, or download Common Cartridge files for Schoology.
- Star and organize resources.

No in-app messaging, no student data entry, no grading.

## 5. Does it integrate with existing systems (LMS, SIS)?

The Hub integrates with three LMS platforms when (and only when) a teacher chooses to import:

- **Google Classroom** – direct API push of teacher-selected content.
- **Canvas** – direct API push or downloadable Common Cartridge file.
- **Schoology** – downloadable Common Cartridge file (no API).

The Hub does **not** integrate with any SIS or roster provider. We don't consume student rosters, attendance, or grades.

## 6. Does it collect, store, or process student information?

**No.** The Hub does not collect student names, IDs, demographics, enrollment, academic records, assessments, behavioral data, or activity data. We never request student-roster or student-submission API scopes from any LMS.

## 7. Is it FERPA and COPPA compliant?

- **FERPA** – Because the Hub doesn't handle education records of identified students, the Hub doesn't trigger FERPA's school-official obligations. **We will sign a DPA or no-data attestation on request.**
- **COPPA** – Students under 13 don't use the Hub; there's no path for a student to sign in.

## 8. Privacy Policy and Terms of Use?

- [Privacy Policy](#)
- [Terms of Use](#)

## 9. Who do I contact for a security or privacy review?

Email [hub@modernclassrooms.org](mailto:hub@modernclassrooms.org). We typically respond within one business day and can route review-board questions to the engineering team the same week.