

**North Orange County Regional Occupational Program
CONTRACTS
ROP BP 3312**

Policy

Business Operations

The Governing Board recognizes its responsibility to enter into contracts on behalf of the ROP for the acquisition of equipment, supplies, services, and other resources necessary for the achievement of ROP goals. In exercising this authority to enter into a contract, the Board shall ensure that the ROP's interest is protected and that the terms of the contract conform to applicable legal standards, including the bidding requirements in Public Contract Code 20111.

The Superintendent or designee has the authority to enter into contracts on behalf of the ROP. To be valid or to constitute an enforceable obligation against the ROP, all such contracts must be approved and/or ratified by the Board.

Every contract entered into on behalf of the ROP shall be made available for public inspection, except when the law prohibits disclosure.

Contracts for Digital Storage and Maintenance of Student Records

The ROP may enter into or renew a contract with a third party for the purpose of providing services, including cloud-based services, for the digital storage, management, and retrieval of student records and/or to provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records. For these purposes, student records include any information maintained by the ROP that is directly related to a student and any information acquired directly from the student through the use of instructional software or applications assigned to the student by a teacher or other ROP employee, and do not include de-identified information. (Education Code 49073.1)