



Florida Department of Education

## **Florida Department of Education Single Sign-On Memorandum of Understanding**

### **1 Introduction**

This Memorandum of Understanding ("MOU") is entered into by and between the Florida Department of Education ("Department") and \_\_\_\_\_ ("Participating LEA"). The purpose of this agreement is to establish a framework of collaboration, as well as articulate specific roles and responsibilities in support of the Florida Department of Education Single Sign-On initiative ("FLDOE SSO").

### **2 Project Administration**

#### **2.1 Participating LEA Responsibilities**

The Participating LEA is responsible for managing electronic identity information for users within their purview and providing identity and authorization information to FLDOE SSO. In particular, the Participating LEA is responsible for:

- Provisioning of accounts, which is to create, update, or disable a user's access to Department resources according to published FLDOE SSO specifications.
- Accuracy and timeliness of identity and authorization information.
- Privacy of identity and authorization information.
- Availability of the network-based services that provide access to identity and authorization information.
- Tools and procedures to update identity and authorization information.
- Standards, best practices, and education policies that guide the behavior of users in the use and protection of identity information.
- Help desk function for users to resolve issues.
- Maintaining technical and functional leads for FLDOE SSO Administration.
- Participating in FLDOE SSO Administration information sessions as needed.

#### **2.2 Department Responsibilities**

The Department is responsible for assisting Participating LEAs in implementing FLDOE SSO. In particular, the Department is responsible for:

- Maintaining accurate FLDOE SSO specifications and implementation resources.
- Coordinating technical assistance, professional development, and other support for the Participating LEA technical and functional leads.
- Notifying the Participating LEA technical and functional leads as applications are on-boarded.

### 3 Scope of Work

The Participating LEA will implement FLDOE SSO to access Department resources per specifications published at [www.fldoe.org/ss0/communications](http://www.fldoe.org/ss0/communications).

### 4 Assurances

The Participating LEA hereby certifies and represents that it:

1. Has all requisite authority to execute this MOU.
2. Is attesting to the accuracy and validity of the data provided used for account provisioning and application authorization.
3. Will comply with all State and Federal statutes, laws and regulations relevant to an LEA.
4. Will comply with the FLDOE Acceptable Use Policy.

### 5 Modifications

This MOU may be amended only by written agreement signed by each of the parties involved, and in consultation with FLDOE SSO Administration.

### 6 Duration/Termination

This MOU shall be effective beginning with the date of the last signature hereon, and ending upon the expiration of the project period, or upon mutual agreement of the parties, whichever occurs first.

### 7 Signatures

**For the Participating LEA:**

_____ Authorized LEA Signature	_____ Date
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_____ Print Name	_____ Title
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**For the Florida Department of Education:**

_____ Authorized Department Signature	_____ Date
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_____ Print Name	_____ Title
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