



Newhall School District

Newhall School District

Dee Jamison

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Prepared by: Rachel Guthrie

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Comments from Rachel Guthrie

Please view our terms and conditions here: [Neptune Navigate Terms & Conditions](#).

View the complete proposal here: [Neptune Navigate Digital Citizenship for Schools](#).

Please click here to view our corporate W9: [CMC Neptune W9 2020](#).

Products & Services

Item & Description	Quantity	Unit Price	Total
Neptune Navigate Educate Tier 4 Neptune Navigate Educate / Level 4 / Annual subscription includes access to eight (8) self-contained Digital Citizenship learning modules for grades 1-12, faculty and staff; modules will be released at the beginning of each month. Access to the full resource library will be made available to all authorized district personnel. Max number of registered users per district: 10,000. PRICE = \$2,750/annually	1	\$2,750.00 / year	\$2,750.00 / year for 1 year

Subtotals

Annual subtotal	\$2,750.00
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Total	\$2,750.00
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Questions? Contact me



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DIGITAL CITIZENSHIP SIMPLIFIED FOR SCHOOLS



844-248-2403



ask@neptunenavigate.com



www.neptunenavigate.com

OUR CHIEF NAVIGATOR



CHRISTINA JONTRA

Christina Jontra is a lifelong educator and learner who is a sought-after speaker and guide on the topic of Digital Citizenship. Christina has a degree in Secondary Education and taught both High School and Junior High School English for many years. She then became certified in Technology Applications and in 2006 she became the Director of Digital Learning at Grace Community School in Tyler, Texas. There, in 2012, she led the Blue Ribbon School in a one-to-one iPad launch. Christina's up close involvement with digital technology and with children, both as a teacher and a mother, led her to begin in-depth research into all aspects of what is now referred to as "Digital Citizenship". Her ability to communicate the importance of this topic and to inspire specific actions across all age groups has made her a much sought after presenter. During the last 6 years, Christina has regularly been featured as a speaker at conferences, schools and churches all across the United States. She took her passion for Digital Citizenship and used it to launch *Neptune Navigate*, a service designed to help schools, churches and families navigate all things digital.



digital citizen (noun)

A person who develops the skills and knowledge to effectively use the Internet and other digital technology, especially in order to participate responsibly in social and civic activities — *Dictionary.com*

WHAT IS NEPTUNE NAVIGATE?

Neptune Navigate is a turnkey solution for schools seeking to teach responsible Digital Citizenship to students and staff alike. It features custom materials targeted by grade level, delivered in a way that minimizes — and in many cases, eliminates — the need for classroom time and teacher involvement.

HIGHLIGHTS

- ✓ Self-paced, online modules for staff, high school, and junior high school students
- ✓ Classroom or online modules for elementary students, no additional work required
- ✓ Access to extensive library of supporting materials for additional learning and/or classroom discussion, if desired.
- ✓ "Continue the Conversation" materials for engaging parents
- ✓ Social media posts for reinforcing topics
- ✓ Digital dashboard for tracking module completion rates

MODULE CONTENT

Each *Neptune Navigate* module comes completely classroom or assignment ready, meaning no additional work is required by your teaching staff. All modules are designed to take no more than 30 minutes each month.

All Module Content is customized for:

- Teachers, Administration & Staff
- High School (Grades 9-12)
- Junior High School (Grades 7-8)
- Upper Elementary (Grades 4-6)
- Lower Elementary (Grades K-3)

Every module contains the following:



VIDEOS

A 5-10 minute, highly engaging and informative video about the current month's topic. Videos will focus on core, basic materials that get to the heart of the topic being covered that month.



READING MATERIAL

FOR STAFF AND JRHS/HS

Three timely pieces of content that are relevant to the current month's topic.

FOR GRADES K-6

Videos are followed by interactive knowledge checks to test student comprehension.



QUIZ

At the conclusion of the module, there is a five-question quiz, randomly selected from a pool of up to twenty questions. Each person will have three opportunities to take and pass the quiz before being required to retake the entire module.






MODULE CALENDAR

AUGUST / SEPTEMBER	Introduction to Digital Citizenship
OCTOBER	Cyber Bullying
NOVEMBER	Digital Footprint
DECEMBER	JRHS/HS & Staff: Social Media Grade 4-6: Intro to Social Media Grades K-3: Digital World Basics
JANUARY	Media Literacy
FEBRUARY	Privacy
MARCH	JRHS/HS & Staff: Tech Laws Grades K-6: Age Appropriateness
APRIL / MAY	Summary & Summer Prep (Flexible Schedule for State & Local Exams)



ACCESSING THE MODULES


John Smith

Overview



- ▶ Module 1: Digital Citizenship
- ▶ Module 2: Cyber Bullying
- ▶ Module 3: Digital Footprint
- ▶ Module 4: Social Media
- ▶ Module 5: Media Literacy
- ▶ Module 6: Privacy
- ▶ Module 7: Tech Laws
- ▶ Module 8: Summary

Resources

- Resources Library
- Social Media Posts
- Continue the Conversation
- Faculty Dashboard
- Faculty Override






Module 1: Digital Citizenship

COMPLETED

-  **Video:** Intro to Digital Citizenship
-  **Quiz:** Digital Citizenship

Module 2: Cyber Bullying

Due October 31, 11:59 PM

-  **Video:** Introducing Cyber Bullying
-  **Reading:** Rude, Mean, or Bullying?
-  **Reading:** Cyber Bullying Facts
-  **Reading:** Five Steps to Fight Cyber Bullying
-  **Quiz:** Cyber Bullying

Module 3: Digital Footprint

Due November 30, 11:59 PM

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SPO Mockup, Staff View

All materials are available via secure link to our website. Our data integration team will work with your IT Department to upload the necessary data files for tracking students and staff module completion.

Modules will be released at the beginning of each month, with a quiz due date by the end of that month. Automated reports will be delivered to key contacts and appropriate staff members throughout the month, detailing completion rates and highlighting who has not yet completed the module.


NAVALERT
POWERED BY  neptune NAVIGATE


MAPPEN
Now **ANYONE** Can Find Your Kids

NAV ALERTS

Anytime there is breaking news, such as a particular app or the latest potentially harmful social media challenge, we will send out a “Nav Alert” to make sure your district is aware. Nav Alerts will be emailed to the primary contacts, or district point person and made available on the digital dashboards.

SUPPORTING MATERIALS

Although the Modules contain all of the information needed for each month's topic, additional materials are provided for school districts that want to enhance the program.



CONTINUING THE CONVERSATION

Each month, we will provide a short video and discussion guide for the district to send to all parents. This will let them know what the current month's topic is and will provide them with tips on how they can get involved with their children's Digital Citizenship education.



SOCIAL MEDIA POSTS

Ready-to-post social media content is provided so that each week, key messages for that month's topic can be shared with students, parents, and staff members.



RESOURCE LIBRARY

Our *Neptune Navigate* Team has been curating content since 2018. All of this content, including classroom posters, as well as new content that is being created monthly, will be available in the Resource Library organized by topic. This is particularly useful for school districts with an existing Digital Citizenship Program or personnel dedicated to this area.

IMPLEMENTATION

Neptune Navigate is designed to be turnkey with minimal effort required on the part of district staff and faculty members.



DISTRICT POINT PERSON

The district will need to appoint a primary point person for *Neptune Navigate*. This person will facilitate communication between the district IT department and our data integration team to get the program up and running. After that, they will have access to the District Digital Dashboard and act as a liaison for questions about *Neptune Navigate*.



STAFF

Staff modules are self-paced for completion online in the time-frame specified by the district. If desired, staff modules can be released prior to student modules so that staff is familiar with what the students are working on in advance. Teachers who are assigned to oversee module completion will have customized digital dashboards for tracking results.



JUNIOR HIGH / HIGH SCHOOL STUDENTS

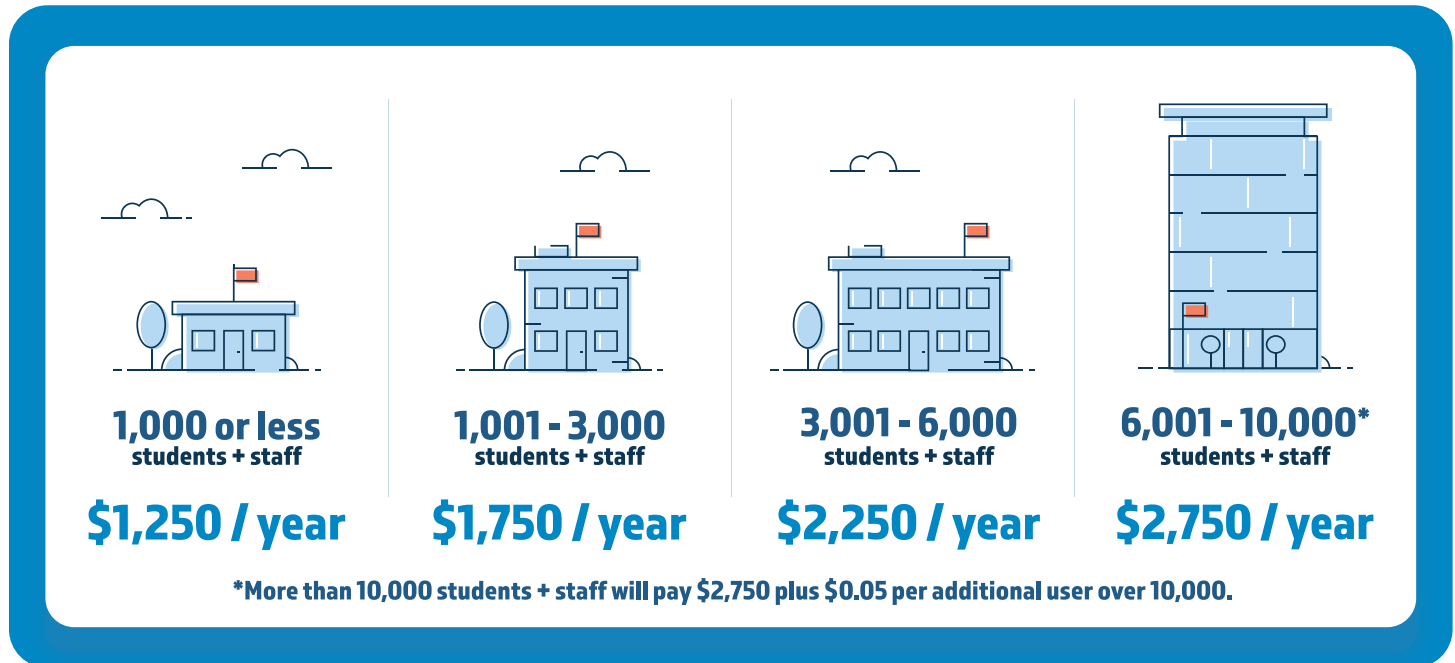
Modules are self-paced for completion online by the end of the month. These modules can be completed in designated class time or as homework. The School District will need to decide in which class, or which teachers, will be responsible for monitoring student's completion of the assigned module. No additional work is required by teachers unless they elect to hold classroom discussions using the Supporting Materials.



GRADES K-6

Modules are designed to be easily implemented in a library or computer skills class. Students will watch a video complete knowledge checks, then take quizzes as individuals. While these modules were designed to be lead by a teacher in the classroom, they can also be assigned to be completed at home.

PRICING



Prices are based on total number of students and staff participating at the district level.

Neptune Navigate annual subscription includes:

- ✓ 8 Self-Contained Learning Modules for Each Grade Level
- ✓ Access to complete Resource Library
- ✓ Weekly Social Media posts
- ✓ Monthly “Continue the Conversation” content for parents
- ✓ District Digital Dashboard for tracking results

INSPIRE



Our Chief Navigator, Christina Jontra, has been a featured speaker at schools and churches all across the United States for over seven years. She has presentations suitable for various age groups, parents, and faculty/staff.

For an additional cost, Christina can come to your school to present to the audience or audiences of your choosing. Inspire presentations are **optional and subject to availability**.

"I just love Christina's delivery, she's hilarious... You feel a connection with her and she's just very down to earth."

Amy Rypkema, Parent

Inspire \$2,500

What You Get:

- Three 60-Minute Presentations
- Q&A Session after each Presentation
- Can be spread over a 2-Day Time Period



NOTE: Travel expenses for speaker and her assistant are an additional cost to be paid for by the district.

TERMS AND CONDITIONS

We want to ensure that your district has the best experience possible when using *Neptune Navigate*. If you have any questions concerning the following Terms and Conditions, please contact your Product Manager. These Terms and Conditions are valid as of June 2020 and are subject to change. You will be informed if any updates are made to said Terms and Conditions. Payment of your invoice and/or continued use of service constitutes acceptance of these Terms and Conditions.

01 AGREEMENT

This service agreement is for a single school year running between August and June, and must be paid in full in advance before access to the LMS is provided. The program resets at the beginning of each August with updated and/or new modules provided on the schedule outlined in the proposal. There are no carry-overs from the previous school year in regards to module tracking. Annual renewal payment is due on or before August 1, and renewal notices will be sent out 60 days in advance of the due date.

02 LATE PAYMENT POLICY

Account is considered delinquent if not paid within 30 days after the due date, at which time, service will be suspended.

03 TERMS OF USE POLICY

Purchasing school/district agrees that all materials provided by *Neptune Navigate* will solely be used for that school/district, and will not be shared in any way with any other entities. The purchasing school/district has the right to post materials ONLY on that entity's social media sites and/or physical properties; nowhere else without prior written authorization from *Neptune Navigate*.

04 INTENDED USE POLICY

Neptune Navigate is intended for the use of the faculty and staff of the purchasing school/district only. Neither you nor your staff members are permitted to share content or log in information with persons not employed by the school/district. By doing so you will be in direct violation of the intended use of the product and will be subject to further legal repercussions.

05 COPYRIGHTING

ALL *Neptune Navigate* materials are copyright protected and cannot be shared, transmitted, or reproduced outside the Terms of Use Policy without prior written authorization from *Neptune Navigate*.

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Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. CMC Neptune LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. PO BOX 132691	Requester's name and address (optional)
6 City, state, and ZIP code Tyler, TX 75713	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-			-		
or								
Employer identification number								
8	3		-	2	7	1	0	0 4 4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Donald J. Markson</i>	Date ► <i>01/03/2020</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Children's Online Privacy Protection Act (COPPA)

CMC Neptune LLC and our Neptune Navigate services comply with all applicable provisions of the Children's Online Privacy Protection Act (COPPA) (15 USC 6501 et seq.). To the extent COPPA applies to information we collect, we process such information for educational purposes only, at the direction of the partnering School Customer and on the basis of educational institution consent.

Affirmed and acknowledged on July 1, 2019 by the following:

A handwritten signature in black ink, appearing to read "Jason Jontra". The signature is written in a cursive, flowing style.

Jason Jontra / Director of Operations
CMC Neptune



Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA sets forth protocols for ensuring the privacy and security of personally identifiable information of students. Neptune Navigate (created by CMC Neptune) follows the protocols set forth in FERPA to protect all relevant student information.

The Neptune Navigate platform is hosted on Amazon Web Services (AWS) and uses a number of AWS services that makeup the platform. AWS has published documentation related to FERPA compliance to help guide companies to create secure environments for educators and students. FERPA states for companies to use reasonable methods to ensure the security of IT solutions related to student education records.

All Neptune Navigate servers only allow access to student data within the virtual private network defined by the Navigate technology team. Storage of student records within the system include server side encryption. Access to the databases are controlled by strict login security and data is encrypted with keys that must be held by the system accessing the data and data backups are encrypted. A global content delivery network is in front of all customer facing servers to allow only valid web traffic and protect against denial of service attacks.

Affirmed and acknowledged on July 1, 2019 by the following:

A handwritten signature in black ink, appearing to read "Jason Jontra", written over a horizontal line.

Jason Jontra / Director of Operations
CMC Neptune



Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) requires schools and libraries receiving certain e-Rate benefits from the Federal Communications Commission (FCC) to adhere to policies that provide safe internet experiences for minors. These include policies related to:

- Preventing access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them.

As a vendor working with schools and libraries, CMC Neptune has created our Neptune Navigate product to adhere to all such guidelines.

Although the burden of preventing access to inappropriate websites and content belongs to the school or library, Neptune Navigate can help create an intentional internet experience for young students by enabling instant access to positive online resources from any device.

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Jason Jontra / Director of Operations
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