

Memorandum of Understanding for Internal Data Sharing via Canvas API Access

1. Overview

- 1.1. This is the University of Washington [University] interdepartmental Data Sharing Memorandum of Understanding [MOU] between UW-IT Academic Experience Design and Delivery [AXDD] and _____ [Data Consumer] that addresses data sharing, within the University, via the Application Program Interface (API) for AXDD's central academic learning management platform, implemented with Instructure, Inc. Canvas LMS technology (Canvas).
- 1.2. The purposes of this MOU are to
 - 1.2.1. document and describe the data sharing relationship,
 - 1.2.2. promote information security and privacy safeguards for University Data, and
 - 1.2.3. provide the information necessary to successfully manage and maintain the described relationship.

2. Description of the University Business Context

- 2.1. In connection with (service, project, or business activity), Data Consumer has requested access to query and extract data via the API. The Canvas API will be an interface between certain information accessible through Canvas, and the following:
 - 2.1.1. <Add name of system, hosted technical service or application>
 - 2.1.2. <Add name of system, hosted technical service or application>
 - 2.1.3. <Add name of system, hosted technical service or application>
- 2.2. The Canvas API is generally capable of providing authorized users with access to courses and courses content, such as:
 - 2.2.1. Student and instructor enrollment (course membership and role),
 - 2.2.2. Student activity in courses (access logs and page views),
 - 2.2.3. Student submissions and contributions (homework, discussion posts, conversations),
 - 2.2.4. Student grades.
- 2.3. More specifically, the type, nature, and quantity of information access by Data Consumer via the Canvas API includes:
 - 2.3.1. <Describe what the data is>

- 2.3.2. <Describe how sensitive it is>
- 2.3.3. <Describe the quantity of data to be accessed via the API>

3. Roles and Responsibilities

3.1. Review

- 3.1.1. AXDD and Data Consumer shall treat this MOU as a living document. To wit, maintenance of current MOU terms are a shared responsibility.
- 3.1.2. AXDD and Data Consumer will amend this document as required by material changes in the University Business Context.
- 3.1.3. Specifications, Appendices, and Exhibits may be incorporated by reference or attached and integrated into this MOU as needed to adequately reflect the relationship and allocation of responsibilities between AXDD and Data Consumer with regards to Canvas.
- 3.1.4. The entire MOU should be reviewed by relevant stakeholders no less than annually.

3.2. UW-IT Academic Experience Design and Delivery

- 3.2.1. AXDD facilitates programmatic access to the Canvas API to Data Consumer.
- 3.2.2. AXDD will consult with Data Consumer as needed to assist with gaining access and clarifying data extracted from the Canvas API.
- 3.2.3. An original or duplicate original copy of this MOU will retained by AXDD.
- 3.2.4. AXDD may maintain additional resources to assist Data Consumer.

3.3. Data Consumer

- 3.3.1. Data Consumer promises to exercise and demonstrate due care, consistent with UW Administrative Policy Statement 2.6 (*available at <http://www.washington.edu/admin/rules/policies/APS/02.06.html>*). Specifically:
 - 3.3.1.1. Data Consumer shall implement and maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of institutional information that it creates, receives, maintains, or transmits.
 - 3.3.1.2. Data Consumer has or will undertake the development and implementation of an Information Security Plan that demonstrates due care in securing their information assets.
- 3.3.2. When Data Consumer no longer requires access to the Canvas API, Data Consumer will notify AXDD, and delete or expire the relevant API Access token.

3.4. Instructure, Inc.

3.4.1. The complete Canvas API is documented online at <https://canvas.instructure.com/doc/api/index.html>

3.4.2. ...

Document Maintenance

Approval

Authorized persons hereby approve the commitments described herein this MOU.

AXDD

Data Consumer

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Date	Version	Summary of Changes	Author

