

INTERNET PRIVACY POLICY

Sycamore Community Schools maintains a website to provide information about the District, its programs and services. The District is committed to ensuring the privacy of its users.

The District does not automatically gather any personal information such as names, phone numbers or email addresses. This information is only obtained if provided voluntarily through contacting the district via email or through an online form.

Users should review the privacy statement whenever personal information is submitted on this website. Any personal information provided is managed according to applicable law.

Information Collected by the District

The website's operating system will automatically record some general information about a user's visit for those who do nothing but browse, read pages or download information.

During a web site visit, the web server will record:

1. The internet domain for the user's internet service such as "Xcompany.com" or "Xcompany.net" if a private internet access account is used or "yourschool.edu" if a user connects from a college or university domain.
2. The type of browser (such as Netscape version X" or "Internet Explorer version X") used.
3. The type of operating system used. (such as Macintosh, Unix or Windows).
4. The date and time of the website visit and the web pages visited on our site.
5. The address of the previous website visited if the user linked to our website from another website.

This tracking system does not record information about individuals. This information is used for statistical analysis to help the District make the site more useful to visitors. This information is not reviewed on an individual basis but is aggregated with information from other users for comparison purposes.

No other information is collected through the website except when a user deliberately decides to send it to the District, such as:

1. an email with the user's name, email address and email content and/or
2. completed online forms which the user chooses to fill in and confirm.

If a user chooses to pay fees online using the authorized Sycamore Parent Portal site via sycamoreschools.org, the user will be asked for name, address, telephone number, email address, credit card number, expiration date and other information necessary to complete the credit card

transaction. Sycamore Community Schools is not responsible for credit card information collected while on this site.

Cookies

A cookie is a small piece of text information that is sent to the user's browser when a website is accessed. The user's browser will return this cookie information to the domain where the cookie originated. While the District does not regularly use cookies to track how visitors use the site, when cookies are used, they may be used to help a user fill in forms or track use of the site. The length of time that the cookie will remain on a machine will depend on the specific set-up of the particular site(s) visited.

If a user is concerned about the use of cookies, the user can refer to the help information in the browser software for information on how to disable cookies. If the user wishes to delete cookies from a machine, the browser's help files should be consulted for instructions.

Family Educational Rights and Privacy Act (FERPA)

Sycamore Community Schools complies with the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of personal information and education records without parent permission.

Directory information such as a student's name, photo and grade level may be displayed on this web site unless the student's parent or guardian has made a FERPA request to keep directory information confidential.

Confidential information may only be posted online if it is protected by a password or other security measure(s) making the information accessible only by the parent or the student.

Security

The District's computer system uses software to monitor unauthorized attempts to upload or change information or damage the service provided. No attempt is made to identify users or their usage patterns except during law enforcement investigations.

Links to Other Sites

The District's policy discloses the privacy practices of sycamoreschools.org. Sycamoreschools.org provides links to other web sites that support the Sycamore community for educational and informational purposes. When a user leaves sycamoreschools.org, the user will be going to sites that are beyond the District's control. These other sites may collect data or solicit personal information from the user or the user's children. The privacy policies and procedures described for sycamoreschools.org do not apply to any external links. The user is encouraged to read the privacy policies of any site(s) linked from our site, especially if any personal information is shared.

Web pages posted on this server contain hypertext links to pointers to information created and maintained by other public and private organizations. These links and pointers are provided for the user's convenience. Sycamore Community Schools does not control or guarantee the

accuracy, relevance, timeliness or completeness of this outside information. Further, the inclusion of links or pointers to particular items in hypertext is not intended to reflect their importance, nor is it intended to endorse any views expressed or products or services offered on these sites or the organizations sponsoring the sites.

Changes to this Privacy Policy

Sycamore Community Schools may amend this policy from time to time. Sycamore Community Schools will prominently display on this web site any substantial change in the way we use personal information.

[Adoption date: May 16, 2007]

LEGAL REFS.: U.S. Const. Art. I, Section 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

Children's Internet Protection Act; (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

ORC [1329.54](#) through 1329.67

[3313.20](#)

[3319.321](#)

CROSS REFS.: [EDE](#), Computer/On-Line Services (Acceptable Use and Internet Safety)

[IIA](#), Instructional Materials

[JN](#), Student Fees, Fines and Charges

Student Handbooks