

# Privacy Policy

## Use of Personal Information

We do not collect any personal information unless you voluntarily provide it by sending us e-mail, participating in a survey, or completing an on-line form. Personal information submitted will **not** be transferred to any non-affiliated third parties unless otherwise stated at the time of collection. When a user submits personally identifiable information, it is used only for the purpose stated at the time of collection.

## Consent

Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the Responsible Use Policy and the Media Policy (RUP) will be considered first, after which the school will seek the consent from the student and/or parent depending on the circumstances.

## Cookies

A cookie is a small text file stored by your browser that allows the website to "remember" your preferences such as calendar settings and site bookmarks on the site from visit to visit, or to maintain your "logged in" status when visiting protected areas. **Usage of a cookie is in no way linked to any personally identifiable information while on our site.** Web browsers have settings allowing you to reject cookies, selectively accept cookies, or delete cookies previously accepted. Please be aware that rejecting or deleting cookies from our website may make certain functions unavailable to you.

## Log Files

Like most standard website servers we use website statistic packages such as Google Analytics to analyze trends in how our website is accessed and utilized. Information monitored includes internet protocol (IP) addresses, geographic location of visitors (country, city), browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, time spent on pages, and keywords used to find our site via search engines. **This information is anonymous and cannot be directly linked to individual users.** We may use it to identify high-use or low-use areas of the site, pinpoint problem areas of the site, analyze broad demographic trends in our visitors, and make decisions about how to make it easier for people to find and navigate our website.

## Links

This website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Web site that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

## Security

This website takes every precaution to protect our users' personal information. Whenever users submit personal information (such as contact info or credit card info) via online forms, registration, or online purchase, upon submission that information is encrypted via the highest level of SSL (Secured Sockets Layer) available. Servers that store personally identifiable information are in a secure environment. Under no circumstances are credit card numbers permanently stored on our website servers.

## Non-secured Communications

Posts to discussion forums, discussion boards, comments to blogs, and news are viewable by other users. When these areas are not in a password-protected area, they may be viewable by the general public. Please be aware of this when posting personal information in these areas.

## Contact Information

If users have any questions or suggestions regarding our privacy policy, please contact us at [mcs@maryville-schools.org](mailto:mcs@maryville-schools.org).