

Privacy Statement for www.K12Planet.com

K12Planet.com is a website for schools, teachers, parents, and students, which permits the entire school community to have online access to that school's records and student information.

K12Planet.com is owned by Chancery, the makers of two student information systems used by schools; Mac School and Win School. Schools that use those systems can provide online access to the data stored in those systems to parents, students, and school administrators via the K12Planet.com website.

Chancery Software has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for this website: www.K12Planet.com.

HOME PAGE

On the public portion of our website, we have a Guestbook, where we allow our visitors to sign in and sign-up to receive our newsletter and other information about our site. All we collect is name, email address, school, district, and state or province. Each mailing/newsletter comes with instruction for how to unsubscribe from our mailing list. We do not disclose any information we collect to any third parties.

We ask users who wish to activate their schools to complete an Activation Form. Users who would be activating are school administrators. On this form we ask for their school name, district name, Chancery customer ID number, who the assigned System Administrator for K12Planet will be (who will be managing the system at the school), their title, phone and email, the direct supervisor to the System Administrator (so that we can verify for security reasons), their title and phone, the name of the Account Manager for K12Planet (this person has limited system access and is responsible for handing out passwords to staff, parents, and students), their title and phone and email address. We ask how many schools in their district, how many teachers at their school. This form verifies if the product was shipped to the correct address and we ask whether the user wants to join an online chatgroup in the future when it becomes available.

As users navigate our site and require assistance, they can access the "Ask Sally" feature, which enables them to ask a question. We have an automated process that can respond to many questions; otherwise, the user's question is sent to Chancery's support department if the question is not answered. We ask for their name, email address and allow them a free flowing comment section to enter their question. We answer their question and delete the user's email address and name, and keep the incident for our support records.

We use email links located on the 'contact us' page to allow you to contact us directly with any questions or comments you may have. We read every message sent in and try to reply promptly to every one. This information is used to respond directly to your questions or comments. We may also file your comment to improve the site and program, or review and discard the information. Your personal information is not shared or disclosed to third parties.

SCHOOL PAGES

The private portions of our website contain the information provided to us by the schools. Chancery provides security so that school data is only available to those the school designates. Each user is provided a user name and password by the school, in order to access the school's information. Users are able to change their password and user name, and additionally, enter their email address. Only the school has access to this information. By clicking on the "My Setting" tab, users are able to change their user name, password, and email. By clicking the "save my changes" button, the changes are saved within K12Planet.com.

This site has security measures in place to protect the loss, misuse and alteration of the information under our control. This site is aware that student information and school data require the highest level of authorized access protection and that users demand nothing less. In order to fulfill these exacting school industry standards, Chancery Software provides best of breed security management and firewall technology to ensure the K12Planet website maintains the maximum security conditions 24 hours a day, 7 days a week.

We have separate areas for administrators, educators, parents, and students.

PARENTAL CONSENT

Schools must obtain verifiable parental consent before they give the student access to K12Planet.com. This site contains a sample parental consent form, and the schools should supply the parents with a copy to sign, along with the privacy statement. Once a parent signs the form and returns it to the school, the school Account Manager assigns a separate password to each parent and student. Schools should stress to the parent that the password is private and should not be given to anyone else. Parents do not need to log onto the site prior to their child being allowed access, but do have the choice.

STUDENTS

Students given access to the site can see the information about themselves that the school has provided, but can make no changes, additions or deletions to that information. The only personal information we collect from students is their email address. When the student logs in for the first time using the system provided (school) password, we welcome them and ask them to "click here" to enter their email address or change their logon information. Students can also at anytime click the "My Settings" tab on the main navigation bar to change their logon information and enter their email address. We do not disclose the email address unless we have received parental consent, and then we only disclose it to the teachers and school System Administrator, who will use it to communicate with their students. If the parent does not give consent, this functionality will be turned off for that student and no disclosure will be made. Each school should be sending parents a consent form and a copy of this privacy policy. If you agree to let your child have access to this feature, then simply sign the consent form where indicated, and return it to your school. Your school should not be registering children for use of K12Planet.com without having received your signed consent.

Each student has access to our Tell a Friend feature, where the student supplies the email address of the recipient, and we mail to the recipient a standard message. Once the email is sent, we delete the email address from our system.

Parents have the right to review and have deleted the personally identifiable information we have collected from their children, and refuse to permit further collection of that information. In order to do that, simply contact Chancery at 1-800-688-9939. This site also gives user the ability to request changing and modifying information previously provided by the schools by clicking email links which are built into the system and connecting to the system administrator at your school.

We do not condition a child's participation in an activity on the child's disclosing more personal information than is reasonably necessary to participate in that activity.

Technical Support Page for all Users

Users can click on the technical support button to receive technical support. We ask for the name, and email address of the user, and give them a comment area where they can type their question. We have an auto-mated process that can respond to many questions; otherwise, the user's question is sent to Chancery's support department. We answer their questions via email and delete the user's email address. We keep the incident for our support records.

PARENTS, TEACHERS, AND ADMINISTRATORS

When teachers, Parents, and Administrators first log in and also within the "My Settings" tabs, they can enter their email address and change their password. That information is disclosed to the user themselves and the school. The only people who have access to the email are other users of K12Planet within the school. The only people who have access to the password are the Account Manager and the System Administrator at the school.

Parents have access to information about themselves and their own children, and furnish information about the school, but do not have access to any other parent or child's personal information. Parents can make no online changes, addition, or deletions to the information provided by the schools, although they can change their own email address and password.

At the school level, one person from the school is designated to be a System Administrator and he/she is the only person who has access to all that school's information. One person from the school is designated as the Account Manager and they have access to user ID's, passwords, and emails which they can modify, but they do not have access to other personally identifiable information. Each individual school determines what level of access teachers and administrators will have. Typically, teachers and administrators will be given access to the information concerning students they are responsible for.

Users can change their own email and password but not the information stored in the school database. School information is updated or revised by the school itself. All changes in the school database will be reflected in K12Planet.

Cookies, Links, and Other Information

K12Planet.com uses “cookie” technology on our website. Cookies are small text files sent by our web server to your web browser. Cookie technology tells us non-personally identifiable information. We use cookies to personalize the pages our users visit based on their type (student, parent, teacher, administrator) and their view security access. Cookies allow us to control security so that only you view the info that you are allowed to see.

If you choose to refuse the cookies, you won't be able to log-on to K12Planet.com school pages. Again, this is due to the security function of the cookie.

Other, than as described here, we do not collect personal information online. We do gather our users' IP addresses, browser type information, and usage statistics to help diagnose problems with our server, and to administer our website. None of that information is personally identifiable, and none can be tied back to any individual user.

This site contains links to other sites. www.k12planet.com is not responsible for the privacy practices or the content of such websites.

Choice/Opt-Out

This site gives users the ability to opt-out of receiving communication by contacting the site administrator at the school site to request that an account be de-activated. Email links to the school site's administrator are built into the system. Users from their designated pages can email the school site administrator. Mailings from K12Planet.com, such as our newsletters, come with instructions for how to unsubscribe from our mailings list.

Notification of Changes

The website will post a revised privacy policy as changes to the site are made. We will email our users instructing them that the site and privacy policy has been changed and their need to obtain parental consent for any new features added where we collect information from students under the age of 13.

Contacting the Website

If you have any questions about his privacy statement, the practices of this site, or your dealings with this website, you can contact the Site Coordinator at:

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