

## **NORTH PALOS SCHOOL DISTRICT 117 ONLINE PRIVACY POLICY**

Thank you for using the North Palos School District 117's websites. This policy describes the privacy policy of the District regarding information collected from users of the District's websites. Any user of the District's websites agrees by such use that he or she has read, understands, and agrees to the terms of this Online Privacy Policy, including disclaimer and choice of law provisions.

### **Collection and Use of Anonymous Information**

Anonymous information about users may be collected by the District's websites, including network traffic information, web visit information, and "cookies." This information allows the District to monitor network traffic, manage its websites, and improve service, among other purposes. The information collected is anonymous and so a user cannot be personally identified through the information.

A user may be able to disable the collection of certain anonymous information, such as "cookies." A "cookie" is a small text file sent between the District's Internet server and a user's internet browser when the user accesses the District's Internet server through the browser. Cookies allow the District to identify repeated users of its websites and track use of its Internet server by users. If a user disables the collection of anonymous information, including cookies, it may impact the functionality of the District's websites for that user.

### **Collection and Use of Personal Information**

Personal information is information about an individual by which that individual may readily be identified. The District does not collect personal information about users unless voluntarily provided by users. For example, the District might collect information from a user if the user sends an e-mail to a District e-mail address, requests to be added to an e-mail list, participates in a survey on the District's websites, or completes an on-line form on the District's websites. If a visitor to the District's website indicates that he or she is under the age of 13, the District will not collect any personal information from that user. If a user elects not to provide certain solicited information, that refusal may impact the user's ability to access the District's websites and/or other services of the District.

The District uses all information voluntarily provided by users for internal purposes only. The District may use information in e-mails from users to address any request or concern raised in the e-mail, and may forward the e-mail and any information in the e-mail to employees of the District for that purpose.

### **Exchange, Release, and Sale of Information Regarding Users**

The District does not exchange, release, or sell any anonymous or personal information regarding users to third parties, other than those hired to manage the District's websites for the District, except to the extent required by law or unless explicitly identified at the time voluntary information is solicited from a user.

## **Security**

Although the District makes no guarantees of the security of information collected and stored regarding users of the District's websites, the District takes reasonable precautions to protect such information. Servers containing personal information of users are stored in secured locations, and such information may only be accessed by authorized employees or representatives of the District for legitimate business purposes.

## **Email Lists**

A user may request to be removed from an e-mail list at any time by contacting [webmaster@npd117.net](mailto:webmaster@npd117.net) and identifying the email list from which he or she would like to be removed.

## **Links to Outside Websites and Comments from Users**

The District's websites may contain links to outside websites and/or allow comments from users. The presence of a link to an outside website or a comment from a user is not intended to create an open or a limited open forum for public use. The presence of a link or a user's comment on the District's websites does not constitute an endorsement by the District of the opinions, products, or services presented on any website linked to or listed on a website that is linked to, or of any comment. If a user links to another website, he or she should be aware that this policy no longer governs his or her use.

## **Choice of Law**

The laws of the State of Illinois shall apply to any use of the District's websites and any use governed by this policy.

## **Questions**

A user may contact North Palos School District 117's Technology Director with questions about this policy.