

**PLEASE RETURN THIS PAGE TO THE SCHOOL OFFICE**

Dear Parent/Guardian,

Your child is eligible to be a member of K12Planet.com. This service will allow you and your child to use the Internet to log on to a secure website to view your student's directory, attendance, schedule, current grades, and past report cards.

Because membership comes with features that require us to collect and post personal information from your child, we are contacting you to get your consent. Please read the Chancery privacy policy below, and if it is acceptable to you, please give your consent by signing the first page form and returning it to the school office. After we have received this form we can issue you and your child a logon name and password.

If you want to participate in this program please return this form by February 1, 2005.

**Section 1 COPPA** (Children's Online Privacy Protection Act)

*Description:* Websites must obtain Verifiable Parental Consent before collecting information from children or permitting them to disclose personal information of children under 13 years.

I am the parent/legal guardian of \_\_\_\_\_ (please print names).  
I have read the k12planet.com privacy policy and consent to allow my child to become a member of k12planet.com.  
Parent/Guardian signature \_\_\_\_\_ Date: \_\_\_\_\_

I have read the k12planet.com privacy policy and consent to allow my child to disclose their email address to be used only by teachers, school administrators and the system administrator at the school for communication purposes.  
Parent/Guardian signature \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2 FERPA** (The Family Educational Rights and Privacy Act)

*Description:* FERPA is federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Dept. of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students"

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

## Chancery Privacy Statement

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 student management solutions used by schools and districts: Mac School®, Win School® and Chancery SMS™. 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.**

### Homepage

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, 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 users want to receive further information from Chancery.

As users navigate our site and require assistance, they can access the "K12Planet Help" 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 comments 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" tabs, 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 maximum security conditions 24 hours a day, 7 days a week.

We have separate areas for administrators, educators, parents, and students, otherwise known as "roles".

Once users are given access to K12Planet, they are assigned a User ID so that K12Planet, for security reasons, is able to track the users roles and assigned views. The user number is a randomly generated 10- digit number.

Users who forget their passwords can request K12Planet to automatically send password info to them, via email, by completing a form on the logon page.

### **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, within the implementation pages, 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 the 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. Student email information, if entered, is only available to staff at the student's school, who will use it to communicate with their students.

If the parent does not give consent, the student will not be able to access K12Planet. 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 K12Planet, 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.

Parents have the right to review and prevent the display of their child's information. In order to do that, contact the system administrator at your child's school. This site also gives users 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.

### **Parents, Teachers and Administrators**

When Teachers, Parents, and Administrators first log in and within the "My Settings" tabs, they can enter their email address and change their user ID and password. The only people who have access to the email are other staff members using K12Planet within the school. The only people who have access to the password and user ID are the Account Manager and the System Administrator at the school. At this point users can also opt in to receive newsletters and technical tips.

Parents have access to information about themselves and their own children, and general information about the school, but do not have access to any other parent or child's personal information. Parents can

make no online changes, additions or deletions to the information provided by the schools, although they can change their own email address, user ID and password.

At the school level, one person from the school is designated to be a System Administrator and they are 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, user ID 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.

### **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 automated process that can respond to many questions; otherwise, the user's question is sent to Chancery's support department. We answer their question via email and delete the user's email address. We keep the incident for our support records.

### **Cookies, Links and Other Information**

K12planet.com uses "cookie" technology on our Web site. Cookies are small text files sent by our Web server to your Web browser and to your computer. The persistent cookie is stored on your computer for 30 minutes. Cookie technology tells us non-personally identifiable information. We use cookies to personalize the pages our user 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](http://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 or at anytime can de activate the newsletter (Opt out). 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 mailing 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 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 this privacy statement, the practices of this site, or your dealings with this Website, you can contact the Site Coordinator at:

Chancery Software  
275 - 3001 Wayburne Dr.  
Burnaby, BC  
Canada V5G 4W3  
[contactus@k12planet.com](mailto:contactus@k12planet.com)

K12 Planet is a TRUSTe licensee. If you do not receive acknowledgment of your inquiry or your inquiry has not been satisfactorily addressed, you should then contact [TRUSTe](#). TRUSTe will then serve as a liaison with the Web site to resolve your concerns.

Though Chancery makes every effort to preserve user privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with current judicial proceeding, a court order or legal process served on our web site.