

# Privacy Statement and Disclaimers

The following information and included statements are provided to inform users of all Geary County Schools USD 475 sanctioned websites and social media accounts as well as students, prospective students, and parents of privacy, data collection and disclosure, [photography and video policy](#), and family educational rights and protections ([FERPA](#) and [PPRA](#)). The information, guidelines, procedures, and additional included below pertain to all websites, social media, and online accounts or programs which USD 475 oversees. Portions of the information provided below extend beyond online services. This privacy statement and the included disclaimers pertain to all official USD 475 online communications. For more information contact the Geary County Schools USD 475 Communications Department.

## Information Collected

We collect information from you when you freely provide information on our site or fill out a form. When registering on our site, as appropriate, you may be asked to enter your name, e-mail, or contact information. You may, however, visit our site, collect information from it as well as utilize our resources anonymously.

## Information Use

Any information we collect from you may be used in one of the following ways:

- To personalize your experience (for example, allow you updates to news features etc.)
- To improve our website and service to the community
- To send updated information to you upon your request
- To collect user submitted responses or send RSS and updated information to you upon your request
- To administer a contest, promotion, survey, or another site, social media, or public relations type events, projects, and promotions.
- To contact you regarding a compliment, concern, complaint, or correspondence.

## Web Disclaimer Statement

We make every reasonable attempt to ensure that our web pages are educationally sound and do not contain links to any questionable material. Student work may be published by USD 475

unless denied by a parent or guardian. This is described under the provisions of the Family Educational and Privacy Act (FERPA). At no time will a student's personal e-mail address or phone number appear on the USD 475 website.

## **Outside Parties**

We do not sell, trade, or otherwise, transfer to outside parties your personal information. This doesn't include trusted third parties who assist in the operation of our website or day-to-day function.

## **Third Party Links**

At our discretion, we will include third party links and information as a feature of our website. These links and third party sites and organizations have separate privacy policies and we claim no responsibility or liability for the content and activities of them. We seek to protect the integrity of our site and welcome feedback about our third party links. The appearance of hyperlinks to websites or documents outside the USD 475 site does not constitute endorsement by Geary County Schools USD 475 of the linked websites, or the information, products, or services contained therein.

## **Online Privacy**

This online privacy policy applies to information collected through our website and not to information collected by other means.

## **Social Media**

As part of our social media, we ask that participants not engage in behavior or language that may be considered offensive. We maintain the right to delete, hide, or otherwise remove from public view all content that includes destructive or offensive language, images, links, or etc. This includes the social aspect of commenting on published articles within this site. Photographs, videos, and some directory information may be published online through district websites and through social media accounts (contact the District Communications Department for

information on how to become excluded, when possible, from photographs and videos used on social media and in USD 475 communications).

## **Consent**

By utilizing our site and interacting with our social media accounts, you consent to our privacy statement.

## **Google Analytics**

This website uses Google Analytics to collect user information for the purpose of improving site performance and user experience. Age, gender, demographics, and interests are collected. Personal and contact information is not collected or used by this website. Google Analytics will collect data about your traffic via Google advertising cookies and identifiers, in addition to data collected through a standard Google Analytics implementation. This information helps create a better user experience and is not used by this site for financial gain.

## **Google Analytics Opt Out**

To opt out of data collection for the purpose of Google Analytics visit <https://tools.google.com/dlpage/gaoptout/>.

## **Safety and Privacy Statement**

Geary County Schools USD 475 has specific policies to provide for the safety and privacy of students and staff. These are described under the provisions of the Family Educational Rights and Privacy Act (FERPA). An interpretation of FERPA/PPRA is also included below.

## **Family Educational Rights & Privacy Act**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Geary County Schools USD 475. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempt. Records will be available for your review within 45 days of the day the district receives your request for access.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
3. We have your prior written consent for disclosure;
4. The information is considered “directory information” and you have not objected to the release of such information; or
5. Disclosure without your prior consent is permitted by law.

The custodian may lawfully disclose students’ education records to the following persons without the prior consent of the parents:

- Other school officials, including teachers within the district who have legitimate educational interests;
- Note: A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); the school board (in executive session); a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or duties.
- Officials of other schools or school systems in which the student intends to enroll;
- Note: The district **will** disclose a student’s education records to officials of another school district in which the student seeks or intends to enroll without your consent and without further notice that the records have been requested or forwarded.
- Authorized persons to whom a student has applied for or from whom a student has received financial aid;
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
- Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
- Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;

- Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency;
  - An agency caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student and when any further disclosure of such information thereby will be limited in accordance with law; and
  - In compliance with a lawfully issued subpoena or judicial order.
  - Note: When information is requested in compliance with a judicial order or pursuant to any lawfully issued subpoena, parent(s)/guardian and the student shall be notified of the orders or subpoenas in advance of compliance with the order or subpoena unless:
    - the order or subpoena specifically forbids such disclosure; or
    - the order is issued in the context of a court proceeding where a parent is a party and the proceeding involves child abuse and neglect or dependency matters.
3. The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
  4. The right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education if you believe that Geary County Schools USD 475 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605.
  5. The right to obtain a copy of Geary County Schools USD 475 policies for complying with FERPA. A copy may be obtained from: Mary E. Devin Center, 123 N. Eisenhower Dr., Junction City, KS 66441

## Directory Information

For purposes of FERPA, Geary County Schools USD 475 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed.

The primary purpose of directory information is to allow the Geary County Unified School District to include this type of information from your child's education records in certain school publications. Examples include:

Honor roll or other recognition lists;  
Graduation programs;  
Sports activity sheets, such as for wrestling, showing weight and height of team members;  
A program, showing your student's role in a school production;  
The annual yearbook and more.

The following information is considered directory information: name, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), major field of study and portrait photographs. Some photographs and directory information may be published online through district websites and through social media accounts (contact the District Communications Department for information on how to become excluded, when possible, from photographs used on social media and in USD 475 communications).

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with Geary County Schools USD 475 at Mary E. Devin Center, 123 N. Eisenhower Dr., Junction City, KS 66441 on or before the first day of the school year (or within ten days of enrollment). If a refusal is not filed, Geary County Schools USD 475 assumes you have no objection to the release of the directory information designated above.

**Recruiting information:** Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to the release of this information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

## **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

*For more information on FERPA and PPRA visit <http://familypolicy.ed.gov/>.*

## **Internet Publishing**

Geary County Schools USD 475 may publish student work and/or a student photograph, name, and grade level on the school or district website(s) or social media accounts for specific purposes. Personal information such as mailing addresses and telephone numbers will not be posted on the district or school websites or social media accounts. Geary County Schools prohibits the use of student work without written permission from the student and the district (for more information contact the USD 475 Communications Department). *Parents and/or Guardians must notify the student's school principal in writing if the student's work or photograph is not to be used in this manner.*

## **Photographs and Video Recording**

Geary County Schools USD 475 and/or mass media outlets may from time-to-time photograph or videotape students engaged in educational or extracurricular activities. Limited student information may be posted on the district's websites and social media accounts. Personal information such as address and telephone numbers will not be printed or made available for broadcast. USD 475 retains the right to reproduce, copy, exhibit, publish, sell, or distribute photographs or video productions for educational, evaluative, or public information purposes. *Parents and/or Guardians must notify the student's school principal in writing if the student is not to be photographed or recorded on video.*

## **Changes to our Privacy Statement**

We may at any time decide to change or update our privacy or social media statement. Changes will be posted on this page. Last modification to this statement was June 2017. Geary County Schools makes notification of the [Family Educational Rights & Privacy Act](#) annually.

## **Acceptable Use Policy**

The Geary County Schools Board of Education has adopted an Acceptable Use Policy as part of the Board Policies. For more information on Acceptable Use visit the Board of Education Policies found at [www.usd475.org](http://www.usd475.org).

*Contact the Geary County Schools USD 475 Executive Director of Communications for more information.*