

# Anchorage School District Privacy Statement

## Information Collected and How it is Used

If you do nothing during your visit but browse or download information, we collect and store the following information about your visit:

- The Internet Protocol Address and domain name used but not the email address
- The type of browser and operating system you used
- The date and time you visited the site
- The web pages or services you accessed at this site
- The web site you visited prior to coming to this site

This information is automatically collected and is used to improve the content of our web services and to help us understand how people are using our services. These logs are not personally identifiable and we make no attempt to link them to individuals.

## Personal Information

We collect no personal information unless you voluntarily provide it by sending us email, participating in a survey, or completing an on-line form. You may choose not to contact us by email, participate in a survey or to provide any personal information using an online form. Your choice to not participate in these activities will not impair your ability to browse the organization's web site and read or download any information provided on the site.

Types of personal information that are requested on this site through online forms include:

- Your name
- Your e-mail address
- Your phone number
- Your role in our community (i.e. parent, student, district employee, other, etc.)
- Other information volunteered in response to a survey

## How Personal Information is used

### EMAIL

If you send an email to us, it will be forwarded to those individuals (employees, school board members) necessary to address that email. Email is recognized as

written communication and is considered public record. If a request for public information is submitted to the district, any information contained in that email, including the address, could be released.

Please also keep in mind that email is not necessarily secure against third party interception. If your communication is very sensitive or includes personal information, you may want to contact us by postal mail or telephone instead.

If you choose to provide personal information about yourself in that email, we will use the information only to respond properly to your request or to fulfill the stated purpose of the communication. We will not disclose any personal information you decide to provide us, unless disclosure is required by state law or school board policy (School Board Policy 823.51 "Availability of Records"). We do not share, disclose or sell email addresses to other organizations.

## FORMS

If you use one of our public comment forms your name, contact information, and comments may be subject to public disclosure. Your comments will only be released subject to the guidelines outlined in School Board Policy 823.51 "Availability of Records."

Phone numbers and emails collected through these forms are used only by members of the board and school district employees to respond to your comments. We do not share, disclose or sell email addresses or phone numbers to other organizations.

## EMAIL LISTS

The information we collect when you subscribe to one of our email lists is used solely to administer these lists and is not shared, disclosed or sold to other organizations.

## Rules for Sending Comments

The Board shall not hear any complaints against pupils or District employees unless such complaints have been heard by the superintendent through proper channels, including the Citizens Complaint process. Exceptions to this policy include negotiated agreements, which may have overriding appeals language, and civil or legal appeals, which supersede School Board authority.

## Security

The Anchorage School District takes every precaution to protect our user's information. If you are a member of one of our email lists, your subscription information will be stored in a secure database solely for our use in sending the announcements.

## Cookies

Certain features of the Anchorage School District's web site require that your browser accept cookies. If you have chosen to turn off cookies in your browser, you will not have access to these particular features of the ASD web site, but it will not affect your use of the site otherwise.

Currently the only pages that use cookies are the new myASD pages. The cookie is created only if you log in to myASD, and it will not affect your use of anything outside of the myASD pages.

These pages use what is known as a "session cookie" so that the server can keep track of you while you use the myASD service. When you log out of myASD or quit your browser, the cookie is destroyed and nothing permanent is left on your machine. If you go to a different web site without logging out of myASD or without quitting your browser, the myASD session cookie will still be on your machine, but it will not be readable or usable by any other web site.

*This section was updated August 16, 2001*

## Notification of Changes

Any changes to this privacy statement will be posted on our homepage.

## Links

This web site contains links to other sites. Please be aware that we are not responsible for the privacy practices of other sites and when you link to these other sites the Anchorage School District's privacy statement no longer applies. We encourage you to be aware when you leave our site and to read the privacy statements of each and every web site that collects personally identifiable information.

## Contact Us

You may contact the Anchorage School District as follows:

Anchorage School District  
5530 E Northern Lights Blvd  
Anchorage, AK 99504-3135  
Telephone: 907-742-4000

Contact information for members of Anchorage School Board can be found on our web site at [http://www.asdk12.org/school\\_board/members.asp](http://www.asdk12.org/school_board/members.asp).

The Anchorage School District standard for e-mail addresses is lastname\_firstname@asdk12.org. If you need assistance, please contact the Webmaster at [webmaster@asdk12.org](mailto:webmaster@asdk12.org).

*Please note:* Anchorage School District e-mail is a tool for business and school communication. Public users are responsible for using this resource in an efficient, effective, ethical and lawful manner. All e-mails sent to the Anchorage School District should follow the same code of conduct expected in any other form of written communication or face-to-face business and school communication. Please limit your e-mail to official school business. Failure to follow these guidelines may result in the loss of access to Anchorage School District e-mail accounts.

To offer comments about the web site or about the information presented in this privacy statement:

Webmaster, Anchorage School District  
5530 E Northern Lights Blvd  
Anchorage, AK 99504-3135  
Telephone: 907-742-4193 Fax: 907-742-4175  
[webmaster@asdk12.org](mailto:webmaster@asdk12.org)

*This section was updated May 7, 2007*

## Definitions

**Cookies** are a small text file that a web site can place on your computer's hard drive in order, for example, to collect information about your activities on the site. The cookie transmits this information back to the web site's computer, which generally speaking, is the only computer that can read it. If you want to know when a cookie is being sent or prevent it from happening, you can set your browser to warn you when a web site attempts to place a cookie on your computer.

## *Anchorage School District Privacy Statement*

**Domain Name** identifies one or more IP addresses. For example: aol.com or gci.net

**Internet Protocol (IP) Address** is a numerical identifier assigned either to your Internet service provider or directly to your computer. It is used to direct Internet traffic to you.

**Personal information** is information about a natural person that is readily identifiable to that specific individual. Personal information includes such things as an individual's name, address, and phone number. A domain name or Internet Protocol address is not considered personal information.

*This privacy statement was:*

*Implemented March 23, 2001*

*"Cookies" section updated August 16, 2001*

*"Contact Us" section updated May 7, 2007*