

Section 4 – Handling of Parent and Student Information

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Data Privacy Policy

You are responsible for reading this privacy policy regarding how MPCS uses personal information collected at the school's website before using the site or submitting any personal information. By using the site, you are accepting the practices described in the following privacy policy. These practices may be changed, but any changes will be posted and will only apply to activities and information going forward, not retroactive basis. You are encouraged to review the privacy policy whenever you visit the MPCS website to make sure you understand how any personal information you provide will be used.

Note: the privacy practices set forth in this privacy policy are for this website only. If you link to other websites, please review the privacy policies posted at those sites.

Mount Paran Christian School is committed to protecting the privacy of our constituents. Retaining your trust is important to MPCS, and we understand that we must be responsible, transparent, and accountable in how we treat any personal information that you share with us. Mount Paran Christian School asks you to provide personal information – such as contact information – to communicate with you. This information is stored and used in a secure manner, and privacy practices are designed to protect your information.

Collection of Information

We collect personally identifiable information, like names, postal addresses, email addresses, etc., when voluntarily submitted by you through the application process, event registrations, program participation forms, and any other form required for Mount Paran Christian School to provide services to you or your student. The information you provide is used to:

- Process and support your specific request for admission and enrollment;
- Process and support student registration for all accepted new students and re-enrolling students;
- Process and support student enrollment status as appropriate, including, but not limited to, billing, student records, and student medical information necessary to support enrollment and participation at Mount Paran Christian School;
- Process and support student involvement in Mount Paran Christian School instructional programs, extra-curricular programs, co-curricular programs, and activities;
- Inform you of events, activities, and volunteer opportunities in which you may wish to participate;
- Include your contact information in a school directory and in email distribution lists for parent-led activities and communications, unless you specifically withhold your permission in writing, signed and dated to the admission office each school year;
- Send publications, collateral materials, updates, and information;
- Solicit financial support for the school;
- Communicate with you on an individual or collective basis;
- Assist students with preparation for college;
- Provide third parties student information as necessary and appropriate for the safety and health of the student, such as in the lunch program, other school programs, and school trips; and
- Provide third parties student information as requested by you, such as on transcript request forms.

Cookie/Tracking Technology

The MPCS website may use cookie and tracking technology depending on the features offered. Cookie and tracking technology is useful for gathering information, such as browser type and operating system, tracking the number of visitors to the site, and understanding how visitors use the site. Cookies can also help customize the site for visitors. Personal information cannot be collected via cookies and other tracking technology; however, if you previously provided personally identifiable information, cookies may be tied to such information. Aggregate cookie and tracking information may be shared with third parties as is necessary to provide information/services to the students.

Distribution of Information

Mount Paran Christian School does not rent, sell, trade, or provide personal information to individuals or organizations outside of the school. Mount Paran Christian School may share personal information to individuals or organizations contracted by or with the school to do business on behalf of Mount Paran Christian School. Any third parties who conduct business on behalf of Mount Paran Christian School are required to adhere to the school's privacy policy.

Mount Paran Christian School may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when (1) permitted or required by law, or (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions, or (3) investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.

Commitment to Data Security

Your personally identifiable information is kept secure. Mount Paran Christian School maintains confidential and secure databases and files. Only authorized employees, agents, and contractors (who have agreed to keep information secure and confidential) have access to this information. Volunteers and staff members may be provided with personal information on specific individuals to assist them with their responsibilities. Staff members and volunteers are trained in dealing with personal information, in accordance with our privacy policy, and are required to adhere to this policy. All emails and newsletters from this site allow you to opt out of further mailings.

Privacy Contact Information

If you have any questions, concerns, or comments about our privacy policy, you may contact the director of information technology.

Records

A permanent cumulative file is maintained for each student. The main content of each file relates to health records and report cards. MPCS will release the contents of the cumulative record to another school upon request. Before any records can be released, the financial account of the student's family must be current. Records will not be released until this condition is met. With a two-business-day notice, and barring a court order to the contrary, any parent may request access to his/her child's cumulative file. All requests for academic records must be in writing from the custodial parent. All inquiries and requests for financial records must be in writing from the custodial parent. All inquiries and requests for financial records must be in writing from the person who signed the tuition financial contract. This file may be reviewed in the presence of a school administrator.

To provide greater protection for our MPCS students and their families, we will no longer mail immunization certificates and birth certificates with student records. As always, we never provide social security numbers

Online Learning Management Systems and COPPA Information

We are committed to high-quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied content and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools, and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School but by third parties.

For our students to use these programs and services, certain personal identifying information must be provided to the website operator. Please note that any personal information provided by the school is for educational purposes only and is used by the school solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions>.

COPPA permits schools such as MPCs to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this handbook will reflect and constitute your consent for our school to provide personally identifying information for your child. Such information may include your child's first name, last name, email address, username, profile picture, and other information your child has added to their profile; contacts and calendar information; settings, such as audio and video settings and screen sharing settings; device information such as IP address, WiFi information, and device features; product usage, such as mouse movements and keystrokes, whether your child sends message and with whom they message, actions (using mute/unmute, video on or off, etc.), and other user actions; and school-related information, such as school name, class, and teacher name. Your enrollment will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means their identity will be revealed, their voice will be heard, and their image displayed to others and both may be recorded. The recording may also include images, messages, Q&A, and other content shared by your child.

and other participants. The recordings of your child's image, voice, identity, and content may be used for any purpose deemed appropriate by the school, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify admission at admission@mtparanschool.com.

Solicitation

The Board of Trustees has established the policy that no individuals, groups, or organizations will be permitted to solicit for personal profit from the staff or families who attend MPCS. Under no circumstances should the student directory or the staff mailboxes be used by individuals for personal or business mailings or recruitment. This includes but is not limited to tutoring services, parent-owned businesses, and mission trip fundraising.

Custody Policies

In situations where a student is living with a guardian or with one parent following a divorce, copies of custody papers or guardianship papers must be on file with Admission, the student's division head, and the division registrar. Unless MPCS has official documentation on file, the school cannot prevent a parent from picking up a child or attending a school event.

Cooperation with Other Agencies

MPCS is committed to cooperating with state agencies in supporting state and local laws, codes, and regulations. As such, suspected incidents of child abuse or neglect, on-site illegal possession or use of a controlled substance, and on-site possession or use of a weapon will be reported to the appropriate authorities. In conjunction with local authorities, MPCS will use the K-9 unit for detection of illegal drugs, weapons, and/or explosive devices as deemed necessary.