

TERMS OF USE

Last Updated: September, 2025

By using our Site, you agree to these Terms of Use. Please read them carefully.

Introduction

Any website user's ("you", "your" or "user") use of this website, and the features at this site (collectively, the "Site") are subject to these Terms of Use entered into between you and [Insert Name of Parish or School] collectively "we", "us" or "our"), together with any documents these Terms of Use expressly incorporate by reference (collectively, these "Terms").

These Terms govern your access and use of the Site, including any content, functionality and services offered on or through the Site; please read these Terms carefully before using this Site. By accessing and using the Site, you accept and agree that you are providing freely-given, specific, informed, and unambiguous consent to be bound by these Terms and our Privacy Policy located at [LINK] and incorporated herein by reference. If you do not want to agree to these Terms or the Privacy Policy, you must not access or use the Site. You represent and warrant that you are of the age of majority in your jurisdiction and otherwise have the legal capacity to enter into this binding agreement. If you do not meet all of these requirements, you must not access or use the Site.

From time to time, we may update the Site and these Terms in our sole discretion. All changes are effective immediately when we post them and apply to all access to and use of the Site thereafter. Your use of the Site after we post any changes to these Terms constitutes your freely-given, specific, informed, and unambiguous consent and agreement to those changes. You agree to review these Terms periodically to ensure that you are familiar with the most recent version.

Site Content

The Site and its entire content, features and functionality (including, but not limited to, certain graphics, photographs, images, screen shots, text, digitally downloadable files, trademarks, software, names, designs, displays, video and audio, logos, product and program names, slogans, and the compilation, design, selection and arrangement of the foregoing ("Site Content") are the property of [Insert Parish or School Name], its licensors and other providers of such material and is protected in the U.S. and internationally under trademark, copyright, patent, trade secret or other intellectual property or proprietary laws.

You agree to not download, display or use any Site Content in connection with products or services that are not those of [Insert Parish or School Name], in any other manner that is likely to cause confusion among consumers, that dilutes the strength of [Insert Parish or School Name]'s, its licensors' or its other providers' property, or that otherwise infringes [Insert Parish or School Name]'s, its licensors' or its other providers' intellectual property rights. You further agree to in no other way misuse any Site Content or third-party content that appears on the Site.

If you print, copy, modify, download or otherwise use or provide any other person with access to any part of the Site in breach of these Terms, your right to use the Site will cease immediately and you must, at our option, return or destroy any copies of any materials you have made. No right, title or interest in or to the Site or any Site Content is transferred to you, and all rights not expressly granted are reserved by [Insert Parish or School Name]. Any use of the Site not expressly permitted by these Terms is a breach of these Terms and may violate copyright, trademark and other laws.

If you are a trademark or copyright owner and you believe that your trademark or copyright rights have been violated, please contact us at [EMAIL].

Accessing the Site may require, without limitation, a stable internet connection and modern internet browser.

You may provide [Insert Parish or School Name] with suggestions, enhancement requests, recommendations, corrections, or other feedback (collectively, “**Feedback**”). You grant to [Insert Parish or School Name] and its affiliates a worldwide, perpetual, irrevocable, royalty-free license to use and incorporate into its Site the Feedback.

[Insert Parish or School Name] reserves the right, in its sole discretion, to update, modify, or remove the features, functionality, or other aspects of the Site at any time.

Account Registration

We reserve the right to withdraw or amend the Site, and any Site Content or other service or material we provide on the Site, in our sole discretion without notice. We will not be liable if, for any reason, all or any part of the Site is unavailable at any time or for any period. From time to time, we may restrict access to some parts of the Site, or the entire Site, to users, including registered users. You are responsible for making all arrangements necessary for you to have access to the Site and ensuring that all persons who access the Site through your internet connection are aware of these Terms and comply with them.

To access the Site or some of the resources it offers, you may be asked to provide certain registration details or other information in order to create your own account to use certain Site services. It is a condition of your use of the Site that all the information you provide on the Site is correct, current and complete. You agree that all information you provide to register with the Site or otherwise, including, but not limited to, through the use of any interactive features on the Site, is governed by our Privacy Policy, and you explicitly consent to all actions we take with respect to your information consistent with our Privacy Policy.

You are responsible for maintaining the confidentiality of your username, password or any other piece of information provided through use of or access to the Site and for restricting access to and disclosure of such information. You also acknowledge that your account is personal to you and agree to not provide any other person with access to the Site or portions of it using your username, password or other security information. You agree to accept responsibility for all activities that occur under your account, including, without limitation, unauthorized usage of your account. You agree to notify us immediately of any actual, threatened, or suspected unauthorized access to or use of your username, password, or account or any other breach of security.

Use of the Site

You may use the Site only for lawful purposes and in accordance with these Terms. You agree to not use the Site or any feature thereon: (a) for any purpose that is unlawful, tortious, intrusive on another’s privacy, harassing, exploiting, libelous, defamatory, obscene, or threatening; (b) to upload, post, reproduce, or distribute any content, information, software, or other material that infringes on the intellectual property rights or other rights of any third party; (c) for any commercial purpose not expressly approved by [Insert Parish or School Name] in writing; (d) in any way that violates any applicable federal, state, local or international law or regulation (including, without limitation, any laws regarding the export of data or software to and from the US or other countries; (e) to send, knowingly receive, upload, download, use or re-use any material which does not comply with these Terms; (f) to engage in any other conduct that restricts or inhibits anyone’s use or enjoyment of the Site, or which, as determined solely and exclusively by us,

may harm [Insert Parish or School Name] or users of the Site, or expose them to liability; (g) in any manner that could disable, overburden, damage, or impair the site or interfere with any other party's use of the Site, including their ability to engage in real time activities through the Site; (h) to introduce any viruses, trojan horses, worms, logic bombs or other material which is malicious or technologically harmful; (i) to attempt to gain unauthorized access to, interfere with, damage or disrupt any parts of the Site, the server on which the Site is stored, or any server, computer or database connected to the Site; (j) to attack the Site via a denial-of-service attack or a distributed denial-of-service attack; (k) to use any robot, spider, or other automatic device, process, or means to access the Site for any purpose, including monitoring or copying any of the material on the Site; (l) to use any manual process to monitor or copy any of the material on the Site, or for any other purpose not expressly authorized in these Terms, without our prior written consent; (m) to probe, scan or test the vulnerability or breach the security or authentication measures or any network connected to this Site; or (n) to otherwise attempt to interfere with the proper working of the Site.

We have the right to disable any user's access to the Site, any account, username, password or other identifier, whether chosen by you or provided by us, at any time in our sole discretion for any or no reason, including if, in our opinion, you have violated any provision of these Terms.

We have the right to cooperate fully with any law enforcement authorities or court order requesting or directing us to disclose the identity or other information of anyone on the Site. YOU WAIVE AND HOLD HARMLESS [INSERT PARISH OR SCHOOL NAME] AND ITS AFFILIATES, LICENSEES, AND SERVICE PROVIDERS FROM ANY CLAIMS RESULTING FROM ANY ACTION TAKEN BY ANY OF THE FOREGOING PARTIES DURING, OR TAKEN AS A CONSEQUENCE OF, INVESTIGATIONS BY EITHER SUCH PARTIES OR LAW ENFORCEMENT AUTHORITIES.

User Contributions

The Site may contain message boards, chat rooms, personal web pages or profiles, forums, bulletin boards, comment sections, and other interactive features (collectively, "**Interactive Services**") that allow users to post, submit, publish, display, or transmit to other users or other persons (hereinafter, "**post**") content or materials (collectively, "**User Contributions**") on or through the Site.

All User Contributions must comply with the content standards set out in these Terms of Use. Any User Contribution you post to the site will be considered non-confidential and non-proprietary. By providing any User Contribution on the Site, you grant us; our affiliates and service providers; and each of their and our respective licensees, successors, and assigns the right to use, reproduce, modify, perform, display, distribute, and otherwise disclose to third parties any such User Contributions for any purpose permitted by applicable law and contract.

You represent and warrant that:

- You own or control all rights in and to the User Contributions and have the right to grant the license detailed above.
- All of your User Contributions do and will comply with these Terms of Use.
- You understand and acknowledge that you are responsible for any User Contributions you submit or contribute, and you, not [Insert Parish or School Name], have full responsibility for such content, including its legality, reliability, accuracy, and appropriateness.
- We are not responsible or liable to any third party for the content or accuracy of any User Contributions posted by you or any other user of the Site.

Reliance on Information Posted

The information presented on or through the Site is made available solely for general information purposes. We do not warrant the accuracy, completeness, or usefulness of this information, including the User Contributions. Any reliance you place on such information is strictly at your own risk. We disclaim all liability and responsibility arising from any reliance placed on such materials by you or any other visitor to the Site, or by anyone who may be informed of any of its contents.

This Site may include content provided by third parties, including materials provided by other users, bloggers, and third-party licensors, syndicators, aggregators, and/or reporting services. All statements and/or opinions expressed in these materials, and all articles and responses to questions and other content, other than the content provided by [Insert Parish or School Name], are solely the opinions and the responsibility of the person or entity providing those materials. These materials do not necessarily reflect the opinion of [Insert Parish or School Name]. We are not responsible, or liable to you or any third party, for the content or accuracy of any materials provided by any third parties.

Intellectual Property

All rights not expressly given under these Terms, including, without limitation, any intellectual property rights, shall be retained by [Insert Parish or School Name]. These Terms of Use permit you to use the Site for your personal, non-commercial use only. You must not reproduce, distribute, modify, create derivative works of, publicly display, publicly perform, republish, download, store, or transmit any of the material on our Site, except as follows:

- Your computer may temporarily store copies of such materials in RAM incidental to your accessing and viewing those materials.
- You may store files that are automatically cached by your Web browser for display enhancement purposes.
- You may print or download one copy of a reasonable number of pages of the Site for your own personal, non-commercial use and not for further reproduction, publication, or distribution.
- If we provide desktop, mobile, or other applications for download, you may download a single copy to your computer or mobile device solely for your own personal, non-commercial use, provided you agree to be bound by our end user license agreement for such applications.
- If we provide social media features with certain content, you may take such actions as are enabled by such features.

You must not:

- Modify copies of any materials from this site.
- Delete or alter any copyright, trademark, or other proprietary rights notices from copies of materials from this site.
- Access or use for any commercial purposes any part of the Site or any services or materials available through the Site.

If you wish to make any use of material on the Site other than that set out in this section, please address your request to: [EMAIL ADDRESS].

Monitoring and Enforcement

We have the right to:

- Remove or refuse to post any User Contributions for any or no reason in our sole discretion.
- Take any action with respect to any User Contribution that we deem necessary or appropriate in our sole and exclusive discretion, including if we believe that such User Contribution violates the Terms of Use, including any content standards, infringes any intellectual property right or other right of any person or entity, threatens the personal safety of users of the Site or the public, or could create liability for [Insert Parish or School Name].
- Disclose your identity or other information about you to any third party who claims that material posted by you violates their rights, including their intellectual property rights or their right to privacy.
- Take appropriate legal action, including without limitation, referral to law enforcement, for any illegal or unauthorized use of the Site.
- Terminate or suspend your access to all or part of the Site for any or no reason, including without limitation, any violation of these Terms of Use.

Indemnification

You agree to indemnify, defend and hold [Insert Parish or School Name], its affiliates, parents, subsidiaries, suppliers, contractors, licensees and service providers and each of its and their officers, employees, directors, licensors, agents, representatives, successors and assigns harmless from any claims, damages, liabilities, losses, judgments, awards, costs and expenses, including reasonable attorneys' fees and costs, arising out of or relating to your violation of these Terms, your use of the Site, including any use of the Site content and User Contributions, services and products other than as expressly authorized in these Terms, or your use of any information obtained from the Site.

Your Representations and Warranties

You represent and warrant that (a) you will comply with all applicable laws in connection with your use of the Site; (b) all information that you provide to [Insert Parish or School Name] is and will remain true, accurate, complete, and not misleading; and (c) you have all necessary rights, licenses, consents, and permissions to share the information that you provide to [Insert Parish or School Name] in connection with your use of the Site, and such sharing does not and will not violate any applicable laws or infringe upon any third-party rights, including intellectual property rights, privacy rights, or contractual obligations.

Disclaimer of Warranties

[Insert Parish or School Name] does not endorse, verify, evaluate or guarantee any information provided by users, including User Contributions. You shall not create or distribute information, including but not limited to advertisements, press releases or other marketing materials, or include links to any sites which contain or suggest an endorsement by [Insert Parish or School Name] without the prior review and written approval of [Insert Parish or School Name].

THE SITE IS PROVIDED ON AN “AS IS, AS AVAILABLE” BASIS. TO THE FULLEST EXTENT PERMISSIBLE BY LAW, [INSERT PARISH OR SCHOOL NAME] DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. [INSERT PARISH OR SCHOOL NAME] DOES NOT WARRANT THAT ANY SERVICES, INFORMATION, CONTENT, MATERIALS, PRODUCTS (INCLUDING SOFTWARE) OR OTHER SERVICES INCLUDED ON OR OTHERWISE MADE AVAILABLE TO YOU THROUGH [INSERT PARISH OR SCHOOL NAME] OR THE SITE, [INSERT PARISH OR SCHOOL NAME]’S SERVERS OR ELECTRONIC COMMUNICATIONS SENT FROM [INSERT PARISH OR SCHOOL NAME] ARE FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS. [INSERT PARISH OR SCHOOL NAME] WILL NOT BE LIABLE FOR ANY LOSS OR DAMAGE CAUSED BY A DISTRIBUTED DENIAL-OF-SERVICE ATTACK, VIRUSES OR OTHER TECHNOLOGICALLY HARMFUL MATERIAL THAT MAY INFECT YOUR COMPUTER EQUIPMENT, COMPUTER PROGRAMS, DATA OR OTHER PROPRIETARY MATERIAL DUE TO YOUR USE OF THE SITE OR ANY SERVICES OR ITEMS OBTAINED THROUGH THE SITE OR DUE TO YOUR DOWNLOADING OF ANY MATERIAL POSTED ON IT, OR ON ANY WEBSITE LINKED TO IT.

YOUR USE OF THE SITE, ITS CONTENT AND ANY SERVICES OR ITEMS OBTAINED THROUGH THE SITE IS AT YOUR OWN RISK. THE SITE, ITS CONTENT AND ANY SERVICES OR ITEMS OBTAINED THROUGH THE SITE ARE PROVIDED ON AN “AS IS” AND “AS AVAILABLE” BASIS, WITHOUT ANY WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED. NEITHER [INSERT PARISH OR SCHOOL NAME] NOR ANY PERSON ASSOCIATED WITH [INSERT PARISH OR SCHOOL NAME] MAKES ANY WARRANTY OR REPRESENTATION WITH RESPECT TO THE COMPLETENESS, SECURITY, RELIABILITY, QUALITY, ACCURACY OR AVAILABILITY OF THE SITE. WITHOUT LIMITING THE FOREGOING, NEITHER [INSERT PARISH OR SCHOOL NAME] NOR ANYONE ASSOCIATED WITH [INSERT PARISH OR SCHOOL NAME] REPRESENTS OR WARRANTS THAT THE SITE, ITS CONTENT OR ANY SERVICES OR ITEMS OBTAINED THROUGH THE SITE WILL BE ACCURATE, RELIABLE, ERROR-FREE OR UNINTERRUPTED, THAT DEFECTS WILL BE CORRECTED, THAT OUR SITE OR THE SERVER THAT MAKES IT AVAILABLE ARE FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS OR THAT THE SITE OR ANY SERVICES OR ITEMS OBTAINED THROUGH THE SITE WILL OTHERWISE MEET YOUR NEEDS OR EXPECTATIONS.

Limitations on Liability

TO THE FULL EXTENT PERMISSIBLE BY LAW, [INSERT PARISH OR SCHOOL NAME] WILL NOT BE LIABLE FOR ANY DAMAGES OF ANY KIND ARISING FROM THE USE OF ANY [INSERT PARISH OR SCHOOL NAME] SERVICE, OR FROM ANY INFORMATION, CONTENT, MATERIALS, PRODUCTS (INCLUDING SOFTWARE) OR OTHER SERVICES INCLUDED ON OR OTHERWISE MADE AVAILABLE TO YOU THROUGH ANY SERVICE OR THE SITE. UNDER NO CIRCUMSTANCES, INCLUDING NEGLIGENCE, SHALL [INSERT PARISH OR SCHOOL NAME], ITS AFFILIATES OR THEIR LICENSORS, SERVICE PROVIDERS, EMPLOYEES, AGENTS, OFFICERS OR DIRECTORS BE LIABLE FOR ANY DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, PERSONAL INJURY, PAIN AND SUFFERING, EMOTIONAL DISTRESS, LOSS OF REVENUE, LOSS OF PROFITS, LOSS OF BUSINESS OR ANTICIPATED SAVINGS, LOSS OF USE, LOSS OF GOODWILL, LOSS OF DATA, AND WHETHER CAUSED BY TORT (INCLUDING NEGLIGENCE), BREACH OF CONTRACT OR OTHERWISE, EVEN IF FORESEEABLE, THAT RESULT FROM THE USE OF OR INABILITY TO USE THE SITE, NOR SHALL [INSERT PARISH OR SCHOOL NAME] BE RESPONSIBLE FOR ANY DAMAGES WHATSOEVER THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, DELETION

OF FILES, ERRORS, DEFECTS, DELAYS IN OPERATION OR TRANSMISSION, OR ANY FAILURE OF PERFORMANCE WHETHER OR NOT CAUSED BY EVENTS BEYOND [INSERT PARISH OR SCHOOL NAME]'S REASONABLE CONTROL, INCLUDING BUT NOT LIMITED TO ACTS OF GOD, COMMUNICATIONS LINE FAILURE, THEFT, DESTRUCTION, OR UNAUTHORIZED ACCESS TO THE SITE'S RECORDS, PROGRAMS, OR SERVICES. UNDER NO CIRCUMSTANCES, INCLUDING BUT NOT LIMITED TO A NEGLIGENT ACT, WILL [INSERT PARISH OR SCHOOL NAME] OR ITS AFFILIATES, LICENSORS, SERVICE PROVIDERS OR AGENTS BE LIABLE FOR ANY DAMAGE OF ANY KIND THAT RESULTS FROM THE USE OF, OR THE INABILITY TO USE, THE SITE, EVEN IF [INSERT PARISH OR SCHOOL NAME] HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

SOME JURISDICTIONS DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES; AS A RESULT, THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU.

Third Party Websites

The Site may hyperlink to sites not maintained by or related to [Insert Parish or School Name]. Hyperlinks are provided as a service to users and are not sponsored by or affiliated with the Site or [Insert Parish or School Name], and [Insert Parish or School Name] makes no representations or warranties about the content, completeness, or accuracy of those third party sites. Information you submit at a third party site accessible from the Site is subject to the terms of that site's policies, and [Insert Parish or School Name] has no control over how your information is collected, used, or otherwise handled. We are not responsible, or liable to you or any third party, for the content or accuracy of any materials provided by any third parties.

Our Communications to You

[Insert Parish or School Name] may send electronic mail or otherwise contact you for the purpose of advising you about our products or services, including changes or additions to our products or services, or for such other purpose(s) as [Insert Parish or School Name] deems appropriate. Upon the receipt of these communications, you will have the option to opt-out or unsubscribe from future electronic mail notifications. You agree that any notices, agreements, disclosures or other communications that we send to you electronically will satisfy any legal communication requirements, including, but not limited to, that such communications be in writing.

Miscellaneous

No waiver by [Insert Parish or School Name] of any term or condition set forth in these Terms shall be deemed a further or continuing waiver of such term or condition or a waiver of any other term or condition, and any failure of [Insert Parish or School Name] to assert a right or provision under these Terms shall not constitute a waiver of such right or provision. If any provision of these Terms shall be unlawful, void or for any reason unenforceable, then that provision shall be deemed severable from these terms of use and shall not affect the validity and enforceability of any remaining provisions. These Terms constitute a binding agreement between you and [Insert Parish or School Name] and is accepted by you upon your use of the Site. These Terms and the agreements incorporated by reference, including, without limitation, our Privacy Policy, constitute the entire agreement between you and [Insert Parish or School Name] regarding the use of the Site.

Nothing hereunder shall be construed to give either Customer or [Insert Parish or School Name] the power to act as an agent of the other.

These Terms are governed by the laws of the state of Nebraska, in the United States of America, and are subject to all applicable federal, state and local laws and regulations. All issues and questions concerning the construction, validity, interpretation and enforceability of these Terms shall be governed by, and construed in accordance with, the laws of Nebraska, without giving effect to the conflict of laws rules thereof. By using the Site, you hereby agree that any and all disputes regarding these Terms will be subject to the courts located in Douglas County, Nebraska. These Terms operate to the fullest extent permissible by law.

EACH PARTY HEREBY WAIVES ITS RIGHT TO A JURY TRIAL FOR ALL CLAIMS, INCLUDING COUNTERCLAIMS AND TORT CLAIMS, WHICH RELATE TO THE SUBJECT MATTER HEREIN.

YOU AGREE THAT, TO THE EXTENT PERMITTED BY APPLICABLE LAW, ANY AND ALL DISPUTES, CLAIMS AND CAUSES OF ACTION ARISING OUT OF OR CONNECTED WITH THE SITE, THESE TERMS, AND/OR THE SUBMISSION OF AND/OR OUR USE OR DISTRIBUTION OF CONTENT, WILL BE RESOLVED INDIVIDUALLY, WITHOUT RESORT TO ANY FORM OF CLASS ACTION. ANY CAUSE OF ACTION OR CLAIM YOU MAY HAVE ARISING OUT OF OR RELATING TO THESE TERMS OF USE OR THE SITE MUST BE COMMENCED WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ACCRUES; OTHERWISE, SUCH CAUSE OF ACTION OR CLAIM IS PERMANENTLY BARRED.

All other feedback, comments, requests for technical support and other communications relating to the Site should be directed to: [EMAIL] or [TELEPHONE NUMBER].

[INSERT PARISH OR SCHOOL NAME]

PRIVACY POLICY

Last Updated: September, 2025

[Insert Parish or School Name] (collectively “we”, “us” or “our”), is committed to respecting your privacy. This Privacy Policy (“**Policy**”) applies to your interaction and communication with [Insert Parish or School Name], including, without limitation, in person, by phone, through mail or email or through any online or mobile site, browser extension, application or social media account that [Insert Parish or School Name] owns and controls (collectively, “**Sites**”).

This Policy applies only to the Sites and does not extend to other websites, including websites owned and controlled by our partners or third-party websites for which we have provided links, or to any social media platforms, which are governed by their own terms of use and privacy policies.

Separate agreements may govern other or additional aspects of delivery, access and use of the Sites and/or certain services, resources, or information provided on or through the Sites, including our Terms of Use located at [INSERT URL FOR TERMS OF USE]. All such agreements between you and [Insert Parish or School Name] are hereby incorporated into this Policy by reference.

By accessing or using our Sites or otherwise disclosing information to [Insert Parish or School Name] via the Sites, you provide your specific, unambiguous, freely-given, and informed consent to our collection, use, and sharing of your information in accordance with this Policy.

If you have questions about our Policy, our use of your information, or if you would like to change how we communicate with you, please contact us at [EMAIL].

WHAT INFORMATION DOES [INSERT PARISH OR SCHOOL NAME] COLLECT?

Information You Provide Directly to Us

We collect personal information you provide directly to us, for example, when you fill out a form on our Sites. These types of information we may collect may include, but are not limited to:

- **Account Information.** We may collect and store information about your user account and your use of the Sites through your account, including, for example, the email linked to your account and your account username and password.
- **Your Requests.** We may collect personal information from you when you fill out a form for a specific request or otherwise choose to provide information through a “contact us” feature, including, for example, your name, address, email, and phone number.
- **Transaction Information.** If you choose to order products or services from us you may have to provide us with certain information, including personal information such as your name, mailing and/or e-mail address, and credit or debit card information.
- **Content You Submit.** We collect the content you submit to the Sites. This includes all comments, feedback or materials submitted by you to us, including, for example, feedback, testimonials, images, reviews, questions, comments, suggestions or ideas (“**Feedback**”). You acknowledge and agree that [Insert Parish or School Name] will be free to use, display, perform, distribute, copy, adapt, and promote, without compensation to you, the Feedback for any purpose whatsoever.

- **Online Donations.** We collect information you submit in connection with making a donation to [Insert Parish or School Name] or an affiliate of [Insert Parish or School Name].
- **Other Information You Provide to Us.** We collect information that you directly provide to us through any other means. This includes any submissions of information by you through the Sites.

Information We Collect Automatically

When you access or use the Sites, the types of information we may automatically collect about you may include:

- **Usage Information.** We may collect information about your usage of, and interaction with the Sites. For example, we may collect and store statistics and other information about the online activities of our users on an aggregated (collective) basis, including tracking the number of people who view each page to learn which features are the most popular.
- **Log Information.** When you access or use the Sites, our servers may automatically record certain log file information, such as your Internet Protocol (IP) address, device operating system, browser type and language, referring URLs, access times, pages viewed, links clicked and other information about your activities on the Sites.
- **Information Collected by Tracking Technologies.** We and our service providers may use various tracking technologies, including cookies, to collect information about you when you interact with our Sites. Cookies are small data files stored on your hard drive or in device memory that help us improve the Sites and your experience, see which areas and features of the Sites are popular and count visits. Most web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove or reject browser cookies. Please note that if you choose to remove or reject cookies, this could affect the availability and functionality of the Sites.

Information We Collect from Third Parties

We may receive information that third parties provide to us, which may include information about you. This Policy does not apply to information collected through or by any third party. If you have any questions about such third parties' privacy practices, you should review their privacy policies.

HOW DO WE USE COLLECTED INFORMATION?

We may use your information for various purposes related to our operations and your use of the Sites. For example, we may use your information to:

- Provide, maintain and improve our Sites and provide you with relevant information and content, including subscriptions to our email list and newsletters.
- Send you technical notices, updates, security alerts and support, and administrative messages.
- Respond to your comments, questions and requests, and provide customer service.
- Monitor and analyze trends, usage, and activities in connection with our Sites.
- Detect, investigate, and prevent fraudulent transactions and other illegal activities and protect the rights and property of [Insert Parish or School Name] and others.

- Maintain appropriate records for internal administrative purposes.
- Comply with legal and regulatory requirements, required disclosures, and choices and controls that may be available.
- Carry out our obligations and enforce our rights arising from any contracts entered into between you and us.
- Personalize online content and user experiences.
- Perform operational functions in connection with our business, including data analysis, audits, developing and improving products and services, enhancing the Sites and identifying usage trends.
- Conduct internal audits and workplace investigations.
- Train our staff.
- Investigate and enforce compliance with and potential breaches of [Insert Parish or School Name] policies and procedures.
- Engage in corporate transactions, such as for evaluating potential mergers and acquisitions of [Insert Parish or School Name].
- Perform workforce analytics, data analytics, and benchmarking.
- Carry out debt-recovery functions.
- Fulfill any purpose that, under the circumstances, would be reasonably expected by you to be employed.
- For any purpose with your consent or at your direction.
- Carry out any other purpose described to you at the time the information was collected.

Aggregated and de-identified information cannot reasonably be used to identify you and, therefore, no longer constitutes personal information. Such de-identified and/or aggregated information that does not identify individuals is not subject to this Policy.

WHO DO WE SHARE INFORMATION WITH?

We may share information about you as follows or as otherwise described in this Policy:

- With partners, vendors, consultants, service providers, contractors, or our related entities who need access to such information to carry out work or perform services on our behalf.
- With strategic partners who provide additional features on the Sites. These strategic relationships may include business partners, sponsors and co-branded Site features. The use of your information by these third parties is subject to their own privacy practices and you should check their website for information regarding their privacy policies.

- As may be permitted or required by law (including, but not limited to, court order or subpoena), or to prevent or investigate suspected fraud, violations of any agreement we have with you, or activity that appears to us to be illegal or may expose us to legal liability.
- In response to a request for information, if we believe disclosure is in accordance with or required by, any applicable law, court order, rule, regulation or legal process.
- In connection with, or during negotiations of, any merger, acquisition, sale of assets of any business, and any other change of control transaction or business financing where [Insert Parish or School Name] is a party to such transaction.
- In connection with enforcement of any agreement we may have with you.
- Between and among [Insert Parish or School Name] and any current or future parent, subsidiary, and/or affiliated [Insert Parish or School Name].
- With your consent or at your direction.
- To fulfill the purpose for which you provided such information.
- For any other purpose disclosed by us when you provide the information.
- As otherwise would, under the circumstances, be reasonably expected by a consumer.

We also may share aggregated or de-identified information, which cannot reasonably be used to identify you and is not subject to this Policy.

THIRD-PARTY LINKS

In an attempt to provide you with increased value, we may include third-party links on our Sites. If you click on a third-party link, you will be directed to that third-party's website. We have no control over these linked sites. Each third-party site has its own separate and independent privacy policies and practices, including in connection with their use or disclosure of information you disclose to them. [Insert Parish or School Name] is not responsible or liable for the content of any third-party site. We encourage you to check the privacy policies of third-party sites before providing your information to them. The fact that we may link to a third-party site or present a banner ad or other type of advertisement from a third party is not an endorsement, authorization, or representation of any affiliation by us with that third-party, nor is it an endorsement of their privacy or information security policies or practices.

THIRD-PARTY ANALYTICS SERVICES

We may work with certain third parties to collect, analyze, and use some of the information described above. For example, we may allow third parties to set cookies or use web beacons on the Sites or in email communications from us. The information collected by third parties using these technologies may be used to engage in analysis and reporting. These third parties may set and access cookies on your computer or other device and may collect information about your online activities across different websites or services over time, including on websites and mobile applications that are not owned or operated by [Insert Parish or School Name]. [Insert Parish or School Name] is not responsible or liable for information collected by such third parties, and [Insert Parish or School Name] is not responsible for the privacy policies and/or practices of these third-party services.

CHILDREN UNDER THE AGE OF 13

Our Sites are not intended for children under 13 years of age, and you represent that you are over the age of majority in your jurisdiction of residence. No one under 13 years of age may provide any personal information to or on the Sites. We do not knowingly collect personal information from children under 13. If you are under 13, do not use or provide any information on our Sites or on or through any of their features or provide any information about yourself to us, including your name, address, telephone number, or e-mail address.

SECURITY

We use reasonable security measures designed to safeguard the personal information under our control from unauthorized access, use, and disclosure. Despite these measures, the confidentiality of any communication or material transmitted to or from us via the Sites by Internet or email cannot be guaranteed. Where we have given you (or where you have chosen) a password for access to certain parts of our Sites, you are responsible for keeping this password and all other credentials confidential. We ask you not to share your credentials with anyone. [Insert Parish or School Name] encourages you to learn as much as you can about your privacy on the Internet.

NOTICE TO INTERNATIONAL USERS

The Sites are hosted in the United States and are subject to U.S. law. If you are accessing the Sites from outside the United States, please be advised that U.S. law may not offer the same privacy protections as the laws of your jurisdiction. By accessing and using the Sites, you agree that you are providing freely-given, specific, informed, and unambiguous consent to the transfer to and processing of your personal information in the U.S.

RETENTION OF YOUR INFORMATION

We will retain your personal information, including sensitive personal information, for no longer than is reasonably necessary for the purpose(s) for which it was collected. In certain cases, personal information may be kept for an extended period of time in order to comply with a legal obligation, for the establishment, exercise or defense of a legal claim, or as otherwise permitted or required under applicable law.

DO-NOT-TRACK SIGNALS

Our Sites do not respond to DO NOT Track signals.

CHANGES TO THIS POLICY

We will change, amend and update this Policy from time to time to reflect changes in our privacy practices. In the event of any change to our policies, we will post a revised policy on our Sites with a revised date or otherwise make such revised Policy available to you. We reserve the right to change, amend and update this Policy at any time in our sole and absolute discretion, and such changes will be effective upon posting of the revised policy or otherwise making such revised policy available to you. You should check this Policy on a regular basis to ensure you have reviewed and are familiar with the most current policy.

CONTACT US

Contact us for any questions or concerns you may have regarding this Policy and our information and data collection and use practices at [EMAIL].

ACCESSIBILITY

We are committed to facilitating the accessibility of our Sites for all people with disabilities. To access this Policy in an alternative format, please contact us at [EMAIL].