

Terms of Use, Privacy Policy, Open Records Officer and Equal Opportunity Statement

Thank you for visiting the Bradford Area School District's Web site. We are committed to maintaining your privacy. This policy addresses the collection, security and access to information that may be obtained through the use of our district hosted sites only; it does not apply to other online or offline sites, or services. This policy covers the following topics:

- Public Disclosure
- Access to User Profiles
- Cookies
- Security
- Link Disclaimer
- Information Disclaimer
- Trademark [™] - Owls Logo
- Open Records Officer
- Equal Opportunity
- Contact Information

Public Disclosure

As a general rule, the Bradford Area School District does not disclose any personally identifiable information collected online except where you have given us permission, or where the information is public information under the Pennsylvania Right to Know Act 65 P.S. 66.1 et seq., or other applicable laws. Visitors should be aware that information collected by the Bradford Area School District on its Web sites may be subject to examination and inspection, if such information is a public record and not otherwise protected from disclosure.

Access to User Profiles Any personally identifiable information you enter in a user profile will be open and accessible to you for review and modification.

Cookies

We may customize your browsing experience by using "cookies" to store a randomly generated identifying tag on your computer. (Cookies are simple text files stored by your Web browser and they provide a method of distinguishing among visitors to the Web sites.) You can refuse the cookie or delete the cookie file from your computer at any time by using any one of a number of widely available methods. Bradford Area School District policy does not allow for the use of persistent cookies. Cookies created on your computer by using our Web sites do not contain personally identifiable information and do not compromise your privacy or security.

Security As part of our continuing commitment to the security of electronic content as well as the electronic transmission of information, the Bradford Area School District has taken steps to safeguard the submission of information. Security measures have been integrated into the design, implementation and day-to-day operations of the entire operating environment. In certain instances, you may receive or create a password to access or submit personal information. You should not divulge your password to anyone. The Bradford Area School District will never ask you for your password in an unsolicited phone call or e-mail. When you are finished with sites that are password protected, you should exit the page.

Link Disclaimer

The Bradford Area School District provides links to government agencies and other organizations. A link does not constitute an endorsement of content, viewpoint, policies, products or services of that Web site. Once you link to another Web site not maintained by the Bradford Area School District, you are subject to the terms and conditions of that Web site, including but not limited to its privacy policy. You will be notified prior to exiting the Bradford Area School District Web site.

Information Disclaimer

Information provided on the Bradford Area School District's Web sites is intended to allow the public immediate access to public information. While all attempts are made to provide accurate, current and reliable information we recognize the possibility of human and/or mechanical error. Therefore, the Bradford Area School District, its employees, administrators, and school board members expressly deny any warranty of the accuracy, reliability or timeliness of any information published by this system and shall not be held liable for any losses caused by reliance upon the accuracy, reliability or timeliness of such information. Any person who relies upon such information obtained from this system does so at his or her own risk.

Trademark TM - OWLS Logo

The Bradford Area School Districts' owl logo is a trademark under the U.S. and Pennsylvania common law trademark rights. Its use is strictly prohibited without the written permission from the Superintendent of Schools.

Open Records Officer Contact Information

Name: Samuel Johnson
Street Address: 150 Lorana Avenue
City: Bradford State: PA Zip Code: 16701
Phone Number: (814) 362-3841
Fax: (814) 362-2552
E-Mail Address: sjohnson@bradfordareaschools.org

The Pennsylvania Office of Open Records may be contacted at:

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
Phone: 717-346-9903
Fax: 717-425-5343
openrecords@pa.gov

Equal Opportunity

The Bradford Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, or information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact the Human Resources Director list below.

Contact Information

If you have any questions or comments about the information presented in this Terms of Use and Privacy Policy, you can contact the Bradford Area School District Human Resource Office as follows:

By Phone: (814) 362-3841

By Mail: 150 Lorana Avenue, Bradford, PA 16701

By Fax: (814) 362-2552

**BRADFORD AREA SCHOOL DISTRICT
Public Record Request Form**

Requester Name: _____

Requester Mailing Address: _____

Phone: (____) _____ Email: _____

Please identify or describe the records sought: _____

(Please attach an additional sheet of paper if necessary)

Please note the format you would like the records to be in, such as in paper or electronic format.

- Paper
- Electronic

Note that records will be provided in the format requested, if it exists in that format; otherwise records will be provided in the format in which they exist.

I am requesting that:

- the identified records be mailed to me at the address provide. I understand certain duplication and postage fees apply.
- the records be made available for inspection at the offices of the Bradford Area School District during regular business hours.
- the records be forwarded to me electronically if the records are available electronically.
- certified copies of the records be made available to me. I understand that fees for providing certification of records apply.

Date Request Submitted: _____

Signature of Requester: _____

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For Open-Records Officer Use Only

Date of Receipt: _____

5 Day Response Date: _____