



PRIVACY POLICY

PERSONALLY IDENTIFIABLE INFORMATION

Grolier Online is sold by subscription to schools, libraries, colleges, universities, and other institutional customers only and may be licensed for both on-site and remote access. We use a variety of means to authenticate these accounts, most of which require no personally identifiable information about students, library patrons, or other end users. The few instances where personally identifiable information is obtained are identified below. We do not share information about our online customers with any third party, nor do we use this information to market our products to end users.

The information we gather in order to authenticate a Grolier Online account is described below:

Institutional IP Addresses

Internet Protocol (IP) addresses are numbers assigned by an Internet Service Provider (ISP) to each computer while it is connected to the Web. Where possible, we store the IP addresses and address ranges of computers belonging to our institutional customers (that is, computers in a school or library) in a database so as to identify valid subscribers to Grolier Online. No personally identifiable information about end users is elicited or stored under this method, and we have no means of identifying individual end users of our service. At the request of the institutional customer, occasionally we do report the *aggregate* number of visits and/or user sessions from a given IP address or address range.

Institutional URLs

Institutions that have a Web page accessible only to authorized patrons may place a link on that page (the "Referring Web Page") to Grolier Online. We store the Universal Resource Locator (URL), or name, of that page in a database and regard all queries to our servers originating from that page as coming from a patron of a subscribing institution. No personally identifiable information about end users is elicited or stored under this method, and we have no means of identifying individual users of our service. At the request of the institutional customer, occasionally we do report the *aggregate* number of visits and/or user sessions from a given Referring Web Page.

Cookies

Where IP or Referring Web Page authentication is not feasible, we may use cookies to authenticate an account. Cookies are small computer files containing an encrypted user name and password that we download to our institutional subscribers' computers. The user name and password serve no function other than to identify the computer as belonging to a subscribing institution. No personally identifiable information is stored on the cookie, nor does the cookie enable Scholastic to access information about the computer on which it is installed or its network environment.

Cookies are downloaded upon the direct request of the subscriber institution, as indicated by their entering a user name and password given to them for this specific purpose.



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Individual Remote Access Accounts

Occasionally, Scholastic also allows remote patrons of subscribing institutions to establish individual remote access accounts. If so, we request the following personally identifiable information at the time the account is established:

- Patron's name
- Patron's email address
- Patron's zip code

This information is stored in a database and is used solely to identify the patron when he or she logs on to Grolier Online. Occasionally we report aggregated totals of all such remote usage to the subscribing institution, at their request. We do not store, nor do we report, usage from individual remote access accounts. From time to time we may contact individual remote access patrons via e-mail solely to notify them of changes in our remote access policies or regarding other system-related issues.

INFORMATION PRACTICES

- We do not post any information about any customer or end user on our site.
- Where ListServes have been created for Grolier Online customers, inclusion in the ListServ is voluntary. Any information elicited from our customers in conjunction with the creation of these lists is used solely for the purposes described therein. We do not share this information with any third party.
- We do not collect personally identifiable information from children under the age of 13 without first obtaining verifiable parental consent, unless we only use such information to: (1) obtain parental consent or provide parents with notice; (2) respond directly on a one-time basis to a child's specific request; (3) respond more than once to a child's specific request along with providing parental notice of such use; (4) protect the safety of a child; or (5) comply with legal requirements.

We encourage the use of our site by children, especially when this time is shared by their parents or guardians. Scholastic recommends that children be closely supervised in their use of the Internet by their parents or guardians.

Scholastic reserves the right to make changes and revisions to this policy. By using this site, you agree to this Privacy Policy in addition to all other terms of use.



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