**Sage Privacy Notice**

**Effective Date:** June 16, 2025

At **Sage**, we are committed to protecting your privacy and ensuring that your data is handled in a secure, transparent, and responsible way.

**1. What Information We Collect**

We collect the following types of information when you use the Sage platform:

* **User Information**: Name, email address, role (student, teacher, admin), and school affiliation.
* **Content Data**: Written content you create or upload within Sage, including drafts, assignments, and feedback.
* **Usage Data**: Analytics about how you interact with the platform (e.g., session duration, features used).
* **AI Interactions**: Prompts and AI-generated suggestions for learning purposes.

**2. How We Use Your Information**

Your data is used to support and enhance your educational experience:

* To save and manage your writing sessions
* To provide writing assistance and feedback tools powered by AI
* To allow teachers to review, comment, and grade assignments
* To improve platform functionality and support user experience

We do **not** sell or share your personal data with third-party advertisers.

**3. Compliance with Education Regulations**

Sage is designed with education privacy laws in mind:

* **FERPA**: We comply with the Family Educational Rights and Privacy Act by ensuring student records are only accessible to authorized school officials.
* **COPPA**: For users under 13, account creation must be managed by a verified educator or guardian.
* **Data Ownership**: All user-generated content belongs to the student, and is only accessible to the assigned teacher or administrator.

**4. Who Can See Your Content**

* **Students**: Can see only their own documents and activity.
* **Teachers/Admins**: Can view and comment on student work assigned to them.
* **Sage Staff**: Limited access for troubleshooting and technical support, only when necessary.

**5. How AI Is Used**

Our AI features are designed to support not replace your writing process. The AI assistant may provide:

* Writing prompts
* Grammar/spell suggestions
* Feedback on structure and clarity

AI responses are generated based on the content you provide. They are not stored or reused to train third-party models.

**6. Data Retention and Deletion**

* Assignments and data are retained for as long as your account is active or as required by your school.
* You may request deletion of your data through your teacher or by contacting our support team at **sage.edu21@gmail.com**

**7. Your Consent**

By using Sage, you acknowledge that you understand and agree to this privacy notice. If you are a minor, your parent or teacher must approve your use of the platform.

**Contact**

If you have any questions or concerns, please contact us at:  
**Email:** sage.edu21@gmail.com