

Parent portal pilot project acceptable use

Saint Paul Public Schools (SPPS) has provided a parent portal as a means to further promote educational excellence and to enhance communication with parents. The portal allows parents to view their own child's school records anywhere, any time. In response to the privilege of accessing the SPPS portal, every parent/guardian is expected to act in a responsible, ethical and legal manner. The portal is available to every parent/guardian of a student enrolled in Ramsey Junior High School. Users are required to adhere to the following guidelines: □

- ✓ Parents/guardians will not share their passwords with anyone, and are asked not to set their browsers to auto login to the portal.
- ✓ Parents/guardians will not attempt to harm or destroy data of their own children, of another user, school or district network or the Internet.□
- ✓ Parents/guardians will not use the portal for any illegal activity, including violation of data privacy laws.□
- ✓ Parents/guardians will not access data or any account owned by another parent.□
- ✓ Parents/guardians who identify a security problem with the SPPS portal must notify the Saint Paul Public Schools Student Information department immediately, without demonstrating the problem to anyone else.□
- ✓ Parents/guardians identified as a security risk to the SPPS portal or any other district computers or networks, will be denied access to the SPPS portal.□

Security features of the SPPS portal: □

- You will need a 14 digit key in order to access the Parent Portal for the first time. This key will be sent to you via mail.
- Three unsuccessful login attempts will disable the portal account. In order to use the portal again, parents will need to e-mail the portal help desk at **sis.help@spps.org** to have the account reactivated.
- You will be automatically logged off if you leave the SPPS Portal web browser open and inactive for a period of time.
- All attempts at logging into the system are recorded and monitored and a full audit trail is tracked on sensitive data.

System recommendations for home computers to access the SPPS Portal:

- Internet connection – 56k modem speed of greater.
- Browser – Internet Explorer or Netscape for, Mac or Windows.
- A computer that can run the appropriate Internet browser.
- A monitor with at least 800x600 resolution.

Tear Off and Keep Policy Above

ACCEPTABLE USE POLICY FOR Parent Portal Access

I, the parent or guardian of _____ (student's name), confirm that I have read, understand and agree to abide by the conditions of Saint Paul Public School's Pilot project for access to the Parent Portal. I understand that access to the Parent portal is designed for accessing only my son or daughter information.

Name of Student (Please print) _____ Grade _____

Name of Parent or Guardian (Please print) _____

Address _____

Signature of Parent _____ Date _____