

# Saint Peter Parent Portal Acceptable Use And Safety Policy

## GENERAL STATEMENT OF POLICY

Saint Peter Public Schools uses Campus SIS (Student Information System) to track student information. Campus SIS has developed a parent/student portal tool to allow parents and students to view school records via the Internet. Saint Peter Public Schools will provide currently enrolled students and the parents of currently enrolled students the privilege of access to the Parent Portal.

## PURPOSE

Saint Peter Public Schools has opened the Parent Portal to enhance communication between the Saint Peter Public Schools and parents. Users of the Parent Portal will have access to the following information about their children:

1. Demographic Data
2. Attendance
3. Class Assignments and Grades
4. Class Schedules
5. Health Information
6. Reports including Schedules, Report Cards, and Missing Assignments.

*Saint Peter Public Schools reserves the right to add or remove any of the above functions from the Parent Portal at any time.*

## SECURITY FEATURES

1. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the portal again, parents will need to contact the technology department to have the account reactivated.
2. You will be automatically logged off if you leave the Parent Portal open and inactive for a period of time.
3. All attempts at logging into the system are recorded and monitored, and full audit trail is tracked on sensitive data.

## USE OF THE PARENT PORTAL

*Access to the Parent Portal on the school district computer system is a privilege, not a right.*

Users of the Parent Portal are required to adhere to the following guidelines:

1. User will act in a responsible, ethical and legal manner.
2. User will not attempt to harm or destroy data of their own children, other children, the school or the district network, or the Internet.
3. Users will not attempt to access data or any account owned by another user.
4. User will not use the Parent Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.
5. Users who identify a security problem with the Parent Portal must notify the Technology Office at 507-934-4210 ext 418 immediately, without demonstrating the problem to anyone else.
6. Users will notify Saint Peter Public Schools of any data inaccuracies as soon as possible.
7. Users will not share their passwords with anyone.
8. Users will not set their computers to automatically login to the Parent Portal.
9. Users identified as a security risk to the Parent Portal or any other ISD #508 computers or computer network will be denied access to the Parent Portal.

*ISD #508 reserves the right to deny access to the Parent Portal due to court orders or any other legal proceedings that limit availability of private educational data.*

## CONCERNS ABOUT PARENT PORTAL DATA

Technical issues should be directed to: [kwobbrock@stpeterschools.org](mailto:kwobbrock@stpeterschools.org)

Data issues should be addressed in the following order:

1. Discuss the issue with the student.
2. Discuss the issue with the teacher via email or personally.
3. Discuss the issue with the administrator in your child's building.

## COMPUTER SYSTEM HARDWARE AND SOFTWARE RECOMMENDATIONS

### Operating system:

Supported minimum: Windows 2000 Pro, Mac OS X 10.3.9; Recommended minimum: 2000 Pro 6.0, XP 7.0, Mac OSX 10.5.x

**Processor:** Supported minimum: PC: P3; Mac G3; Recommended minimum: PC: P4 (Vista 1GHz 32-bit) Mac G4

**RAM:** Supported minimum: PC: 256 Mac 256; Recommended minimum: PC: 512 (Vista 1 GB) Mac: 512

### Internet Browser:

Supported: PC: IE 6.0, 7, 8 Firefox 2.0.X; Mac, Safari 2.0.X, Firefox 2.0..0.6, Camino 1.0

### Adobe Acrobat Reader and Java Plug-in

Most recent versions recommended.

### INTERNET CONNECTION

Modem speed of 56k or higher

Running on dial-up even at 56k will be slow, due to the fact that dial-up may not actually be connecting at 56k speed.

*Parent Portal connects parents and students to student data online, anytime, from anywhere.*