

**POLICY 906**  
**PARENT PORTAL ACCEPTANCE USE AND SAFETY POLICY**

*This Policy Adopted:* October 25, 2005

**I. PURPOSE**

North St Paul-Maplewood-Oakdale Schools uses the Campus Student Information System to track students. Campus has a Parent Portal, to allow parents to view the records of their child(ren) electronically with a secure connection over the Internet.

**II. GENERAL STATEMENT OF POLICY**

North St Paul-Maplewood-Oakdale Schools has opened the Parent Portal to enhance communication between our schools and parents. Rights to the Parent Portal will be granted to parents or guardians of currently enrolled students. At this time, users of the Parent Portal will have remote access to academic information about their child(ren).

North St Paul-Maplewood-Oakdale Schools reserves the right to add or delete functions from the Parent Portal at any time.

To obtain access to the North St Paul-Maplewood-Oakdale Schools Parent Portal each user must:

- read and agree to the Parent Portal Acceptable Use and Safety Policy
- fill-out and return the Parent Portal Activation Request

**III. USE OF THE SYSTEM**

Access to the Parent Portal is a privilege, not a right. The District reserves the right to deny access to anyone. Users of the Parent Portal are required to adhere to the following:

1. Portal users will act in a responsible, ethical and legal manner.
2. Portal users will not attempt to harm or destroy the school or the district's data or networks.
3. Portal users will not attempt to access data or any account owned by another user.
4. Portal users 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. Portal users who identify a security problem with the Parent Portal must notify the North St Paul-Maplewood-Oakdale School District immediately.
6. Portal users will not share their password with anyone, including their own child(ren).

**IV. SECURITY FEATURES OF THE PARENT PORTAL**

1. Access to the Parent Portal is secured with SSL/TLS.
2. After several unsuccessful login attempts, the Parent Portal account will become disabled. In order to use the account again you will need to email the Parent Portal Helpdesk with a request to reactivate it.
3. You will be automatically logged off if you leave the Parent Portal web browser open and inactive for a period of one hour.
4. All attempts at logging into the system are recorded, including a traceable audit trail, to the unique address of the computer attempting to connect.
5. Complex (strong) passwords are enforced for Parent Portal login.

**V. SYSTEM REQUIREMENTS**

1. The minimum computer hardware and software configurations required to access the parent portal will be provided on the ISD622 district website.

## **VI. SUPPORT**

1. Email support is available at [parentportal@isd622.org](mailto:parentportal@isd622.org).
2. Please include your name, your user name, your telephone number and a brief description of the problem when contacting the Parent Portal Helpdesk.
3. Documentation for the Parent Portal will be available on the district web sites.

## **VII. CONCERNS REGARDING PARENT PORTAL DATA**

1. Access issues should be directed to the Portal Help Desk at [parentportal@isd622.org](mailto:parentportal@isd622.org).
2. Grade posting should occur within ten school days following the due date of any assignment, project or assessment.
3. Parents with questions about Parent Portal data such as attendance, grades or performance marks are encouraged to address these issues in the following order:
  - Discuss the issue with their child.
  - Discuss the issue with the teacher via email or personally. A link to the teacher's email address may be found in the student schedule.
  - Discuss the issue with the Administrator in your child's building.
4. Access to the Parent Portal is as available and at your own risk.