

SPRING LAKE PARK SCHOOLS

PARENT PORTAL ACCEPTABLE USE AND SAFETY POLICY PARENT PORTAL SYSTEM REQUIREMENTS

I. PURPOSE AND GENERAL STATEMENT OF POLICY

Spring Lake Park 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

Spring Lake Park Schools has opened the Parent Portal to enhance communication between our schools and parents. Rights to the Parent Portal will be granted to parents of currently enrolled students. At this time, users of the Parent Portal will have access to the following information about their child(ren):

1. Attendance
2. Class Schedule
3. Report Cards
4. Transcripts

Spring Lake Park Schools reserves the right to add or delete functions from the Parent Portal at any time, including those listed above.

Each user of the parent portal must complete and sign a Parent Portal Acceptable Use and Safety Policy Acceptance Form in order to obtain access to the Spring Lake Park Schools Parent Portal.

III. USE OF THE SYSTEM

Access to the Parent Portal is a privilege, not a right. Users of the Parent Portal are required to adhere to the following guidelines:

1. Users will act in a responsible, ethical and legal manner.
2. Users will not attempt to harm or destroy the school or the district's data or networks.
3. Users will not attempt to access data or any account owned by another user.
4. 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. Users who identify a security problem with the Parent Portal must notify Spring Lake Park Schools Technology Office immediately, without demonstrating the problem to anyone else.
6. Users will not share their password with anyone, including their own child(ren).
7. Users will not set their computer to automatically login to the Parent Portal.
8. Users identified as a security risk to the Parent Portal or any other Spring Lake Park School computers or computer network will be denied access to the Parent Portal.

IV. SECURITY FEATURES OF THE PARENT PORTAL

1. Access to the Parent Portal is made available with a secure internet site.
2. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the account again you will need to contact the Parent Portal Helpdesk to have the account reactivated.
3. You will be automatically logged off if you leave the Parent Portal web browser open and inactive for a period of time
4. All attempts at logging into the system are recorded and monitored, and an audit trail is tracked.

V. SYSTEM REQUIREMENTS

1. Internet connection of at least 56k modem speed or higher.
2. Internet Explorer version 5 or higher, MAC or Windows.
3. A computer that can run the appropriate browser version.
4. A monitor with the resolution set to at least 800 x 600.

VI. Support

1. Telephone support is available between the hours of 8:00 am and 4:00 pm by calling 763-795-5901. A voice mailbox is available after hours for messages and will be checked on the next business day.
2. Email support is available at portal@springlakeparkschools.org. Please allow us two business days to respond to your email requests.
3. Please include your name, your user name, your telephone number and a brief description of the problem when contacting the Parent Portal Helpdesk.
4. Documentation and training materials will be available on the district web sites.



Spring Lake Park School District 16

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PARENT PORTAL ACCEPTABLE USE AND SAFETY POLICY ACCEPTANCE FORM

Each user of the parent portal must complete and sign a Parent Portal Acceptable Use and Safety Policy Acceptance Form in order to obtain access to the Spring Lake Park Schools Parent Portal.

I have read the Parent Portal Acceptable Use and Safety Policy and agree to abide by and support the policy. I understand that if I violate any term of this policy I may lose my privilege to use the Parent Portal and may be liable for civil and/or criminal consequences.

I have read the System Requirements and checked that the computer I will be using to access the Parent Portal has the following:

- Internet connection: 56k modem speed or higher.
- Browser: Internet Explorer 5 or higher (MAC or Windows version).
- Monitor: Resolution set at a minimum of 800 x 600.

Parent/Guardian Signature

Print Parent/Guardian Name

Address

Email Address

Home Phone Number

Work Phone Number

Date

Names of all your children attending Spring Lake Park Schools:

Name

School
