

## INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 535 DATE OF ADOPTION 3.14.05

TITLE PowerSchool Parent/Guardian Web Access

The St. Louis Park Public School district will provide internet-based access to the PowerSchool student information system as a means to enhance communication with parents and increase student achievement. The PowerSchool program allows parents to access their child's school records from anywhere with a computer and Internet access. Every parent/guardian is expected to act in a responsible, ethical and legal manner in return for the privilege of using PowerSchool Parent Access. PowerSchool Parent access is available to every legal parent/guardian of a student enrolled in St. Louis Park Public Schools. 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 Parent Access. 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 Parent Access for any illegal activity, including violation of data privacy laws.
- Parents/guardians will not access data or any account owned by another parent/guardian.
- Parents/guardians who identify a security problem with the Parent Access must notify the Saint Louis Park Public School Information Services Department immediately, without demonstrating the problem to anyone else.
- Parents/guardians identified as a security risk to the Parent Access system or any other district computers or networks, will be denied access to the Parent Access system.

Once Parent Access login information has been released to the legal parent/guardian, it is the sole responsibility of the individual to secure the password and login information. The district will accept no responsibility in the event this password/login is shared, given, stolen or any other way becomes possession of a person other than the parent/guardian.

Procedures for Distribution of Parent/Guardian Login Information

Distribution of login information

- Parent/guardian must sign acceptable use policy sheet before receiving login.
- Back-to-school nights – parent/guardian receives instruction sheet with login information; training sessions can be held in media centers.
- Parent/guardian registering students after the beginning of the school year will receive instruction brochure and login information at the time of registration.
- Login information and instruction sheets may be distributed at conferences.
- Training links on district website – Quicktime movies / FAQ section

Request to change login information (Verification of parent/guardian)

OPTION I:

- All login information must be received in person at the child's school.
- Parent/guardian must present a valid photo I.D.
- Building secretary will validate parent/guardian receiving the information.
- Building secretary will update/change login information after validation.

OPTION II:

- Create security fields in PowerSchool that will be used to validate parent/guardian via telephone.
- Parent/guardian will be asked to fill in information for security fields at the time login is received. The security fields will be answers to questions such as: mother's maiden name or last four digits of parent/guardian's social security number.
- Parent/guardian calling to have login information changed will be directed to the building PC/Lan technician who will be able to validate the person based upon their answers to the security fields.