Parent Portal Acceptable Use And Safety Policy

GENERAL STATEMENT OF POLICY

Maple River School District uses Campus SIS (Student Information System) to track students. Campus SIS has developed, a parent/student portal tool, to allow parents or students to view school records via the Internet. Maple River School District will provide currently enrolled students or the parents of currently enrolled students the privilege of access to the Parent Portal.

District #2135 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.

PURPOSE

Maple River School District has opened the Parent Portal to enhance communication between the Maple River School District and parents. Users of the Parent Portal will have access to the following information about their child(ren):
1. Person Data
2. Attendance
3. Class Assignments and Grades
4. Class Schedules
5. Behavior Data
6. Health Immunizations
7. Assessment (Test Scores)
8. Reports including Schedules, Report Cards and unofficial Transcripts.

Maple River School District 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 *myCampus* Parent Portal account. In order to use the portal again, parents will need to contact the technology coordinator during the school hours to have the account reactivated.

2. You will be automatically logged off if you leave the *myCampus* Parent Portal web browser 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 child(ren), another user, the school or the district network, or the internet.

3. User 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 Maple River School District Office immediately, without demonstrating the problem to anyone else.

6. User will not share their password with anyone.

7. User 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 ISD #2135 computers or computer network will be denied access to the Parent Portal.

CONCERNS ABOUT PARENT PORTAL DATA

Technical issues should be directed to the Portal Help Desk at:
dstencel@isd2135.k12.mn.us
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

COMPUTER

Processor: PC: Pentium 2

Windows Operating System:
PC: Windows 98, 2000 or XP
MAC: OS9

RAM: PC or MAC: 128MB RAM
Check your computer by right clicking on the MyComputer icon and view Properties

SOFTWARE
Internet Browser:
PC: Internet Explorer 6 with latest Service Pack or Firefox 1.0.x
MAC: Internet Explorer 5.1.7

Adobe Acrobat Reader.
Minimum: Version 6.x (latest patch)

INTERNET CONNECTION
Modem speed of **56k or higher**

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

MONITOR
The Parent Portal is best viewed with your monitor resolution set at a minimum of **800 x 600**.

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