

PARENT PORTAL POLICY

GENERAL STATEMENT

New London-Spicer Schools uses Campus SIS (Student Information System) to track students. Campus SIS has developed **myCampus**, a parent portal tool, to allow parents to view the records of their child(ren) via the Internet. New London-Spicer Schools will provide the parents of currently enrolled students the privilege of access to the Parent Portal. *District #345 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*

I. PURPOSE

New London-Spicer Schools has opened the Parent Portal to enhance communication between New London-Spicer Schools and parents. Users of the Parent Portal will have access to the following information about their child(ren):

- A. Person Data
- B. Attendance
- C. Class Assignments
- D. Class Schedules
- E. Discipline
- F. Print Student Schedule
- G. Print Report Cards
- H. Print sample Transcripts

New London-Spicer Schools reserves the right to add or remove any of the above functions from the Parent Portal at any time.

II. 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:

- A. Parents must complete a "Parent Portal Activation Request".
- B. User will act in a responsible, ethical and legal manner.
- C. User will not attempt to harm or destroy data of another user, the school or the district network.
- D. User will not attempt to access data or any account owned by another user.
- E. 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.
- F. Users who identify a security problem with the Parent Portal must notify New London-Spicer Schools District Office immediately, without demonstrating the problem to anyone else.
- G. User will not share his/her password with anyone, including his/her own child(ren).
- H. User will not set his/her computer to automatically login to the Parent Portal.
- I. Users identified as a security risk to the Parent Portal or any other ISD #345 computers or computer network will be denied access to the Parent Portal.

III. CONCERNS ABOUT PARENT PORTAL DATA

Technical issues should be directed to the Portal Help Desk at:

parentportal@nls.k12.mn.us

Data issues should be addressed in the following order:

- A. Discuss the issue with the student.
- B. Discuss the issue with the teacher via email or personally. A staff directory can be found on the district website at www.nls.k12.mn.us
- C. Discuss the issue with the Administrator in your child's building.

Adopted: 09/13/04