

Fredericktown R-1 School District WebSIS Parent/Guardian Portal

User Expectations and Computer Requirements

Section I: User Expectations

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. The Board of Education supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/guardians and the student's teachers.

The Fredericktown R-1 School District manages student information electronically and makes the student education records available for viewing only to authorized parents/guardians and students with a secure connection over the Internet. All parents/guardians and students must comply with the Internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply. Fredericktown R-1 School District uses a secure Internet site to enable electronic access to student information; enhancing communication between our parents/guardians, students, teachers, principals, and administrators.

A. Rights and Responsibilities

This access is a free service offered to all current and active parents/guardians and students of the Fredericktown R-1 School District. Access to student information from the Internet is a privilege, not a right. Only after a family has enrolled their child(ren) in Fredericktown R-1 School District is a parent/guardian and/or student be authorized to activate a web account. Once a student withdraws or graduates from Fredericktown R-1 School District their access is inactivated. Parents/guardians, students, and staff must understand and practice proper and ethical use.

B. Information Accuracy Responsibilities

Information accuracy is the joint responsibility between schools, parents/guardians, and students. Each school makes every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, they must notify their school immediately and provide proof of the inaccurate information.

C. Information Accessible

Fredericktown R-1 School District reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

- 1) Class Schedule
- 2) Attendance
- 3) Report Card Grades
- 4) Course Requests (for the following school year)
- 5) Emergency Information
- 6) Assessment data and work in process

D. Electronic Web Access Agreement

Each parent/guardian must complete and sign a Web Access Agreement for Viewing Student Information. After verification of information on the form, the school follows the process outlined in this regulation to establish an account. Only parents/guardians with legal rights to the student's record may sign the form and gain web access to the student's information. If a parent/guardian is unable to visit the school, they may download the Electronic Web Access Agreement for Viewing Student Information at the following website:

<http://fredericktown.k12.mo.us/district/forparents/> The parent/guardian must have the form certified by a notary public and mail the completed and signed form with the notary public seal and current date to their child's school.

The school keeps the completed and signed form in the cumulative record folder of each student. A copy of the signed form is placed in the cumulative folder for any student in the household.

E. Use of the System

Parents/guardians and students are required to adhere to the following guidelines:

1. Parents/guardians and students must act in a responsible, ethical and legal manner.
2. Parents/guardians and students must not attempt to harm or destroy the school or the district's data or networks.
3. Parents/guardians and students must not attempt to access information or any account assigned to another user.
4. Parents/guardians and students must not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws is subject to Civil and/or Criminal prosecution.
5. Parents/guardians and students who identify a security problem within the Portal must notify their school immediately, without demonstrating the problem to anyone else.
6. Parents/guardians and students must not share their password with anyone, including their own child(ren).
7. Parents/guardians and students must not set their computer to automatically login to the Internet site.
8. Parents/guardians and students identified as a security risk are denied access to the site.

F. Security Features

1. Access is made available with a secure Internet site.
Note: Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed/electronic documentation generated from this site.
2. Three unsuccessful login attempts disables the user's account. Until the school has verified the assigned user to the locked account, the account remains locked. In order to use the account again the user must contact their child's school.
3. The users are automatically logged off if they leave their web browser open and inactive for a period of time.
4. The student's account is inactivated when the student withdraws or graduates from Fredericktown R-1 School District, or a court action denies the parent/guardian access to the student's information.

Section II: System Requirements and Support

A. System Requirements

The most current system requirements will be posted to the Fredericktown R-1 School District Parent Web site:

<http://fredericktown.k12.mo.us/district/forparents/>

B. Support

1. Telephone support for issues concerning student information or procedures is available by contacting your school technology representative.
2. When calling, the school identifies the caller with the "Person Log In ID" given to the caller at the time the account was created. If the callers get voicemail, they are to leave their name, phone number, the best time to contact, and a description of the problem.

Note: You may be asked to provide proof of account holdings in person.

C. Limitation of School District Liability

The Fredericktown R-1 School District uses reasonable measures to protect student Information from unauthorized viewing. The District is not responsible for financial obligations arising through unauthorized use of the District's system or Internet. The District does not promise any particular level or method of access to the Internet site for viewing student information. The District is not responsible for actions taken by the parent/guardian or student that would cause compromise of their student information. The District reserves the right to limit or terminate the Internet site for viewing student information without notice. All parents/guardians and students by requesting an

Internet site for viewing student information with a District account consent to electronic monitoring and understand that this is a private network used as an educational tool by Fredericktown R-1 School District employees and students. Account activity is electronically recorded.

Section III: Parent Portal Access and Use

A. Initial Account Request and Setup

For Parents/Guardians new to the District:

1. When parents/guardians are enrolling their child(ren), the parent/guardian can complete the Electronic Web Access Agreement for Viewing Student Information. This form is available from the school office staff.
2. The parent/guardian only needs to complete one Electronic Web Access Agreement form for all children in their household.
3. For security reasons, all parents/guardians must sign the form in the presence of a school principal, school secretary or other principal designee. You **must** shown photo ID when signing.
4. School staff **must** verify parents/guardians identification with official government identification.
5. If the parent/guardian cannot visit the school, a notary public must witness the parent/guardian signing the form and use their public seal with a current date. The parent/guardian must return the form to the school office.
6. After the student is enrolled into the student information system, the parents/guardians requesting the account are e-mailed or mailed an activation key and "Portal Student ID." The activation key is used by the parent/guardians to create their secure account.
7. The "Portal Student ID" is used by the schools to verify a person requesting an account unlock. The parent/guardian must retain the "Portal Student ID" for their future reference.
8. The school staff files the completed and signed form in the cumulative record folder of each student. A copy of the form is placed in the cumulative folder for each student in the household.

B. Account Unlock Procedures

Parents/Guardians or Students may request unlocking their account either by telephone or in person.

1. Via Telephone – The requestor will be asked a series of random questions and for the Portal Student ID given to the person at the time the account was setup by the school administration. The questions will be limited to information in the student management system that only the requestor would know.
2. In Person – The parent/guardian or student will make the request to the secretary at the school. Once the school has confirmed the parent/guardian's or student's identification, the designated school staff person resets the account and notifies the user that the password has been reset.

Note: Depending on the volume of requests and District/School workload, this process could take 3 – 5 full school days or longer during peak times.