

**Parent Portal Acceptable Use and Safety Policy****I. User Expectations**

The Wallingford Public Schools manages student information electronically and uses a secure internet site to enable electronic access to student information. The district will make certain student education records available for viewing only to authorized parents/guardians [and students] via the secure internet connection. All parents/guardians will comply with the internet use regulations and all technology regulations/procedures, as well as all other applicable district policies. 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.

**II. Rights and Responsibilities**

Portal access is a free service offered to all current parents/guardians of the district. Access to student information from the internet is a privilege, not a right. Parents/guardians, students, and staff must understand and practice proper and ethical use. Only after a parent/guardian has enrolled their child(ren) in the district will a parent/guardian [and/or student] be authorized to activate a portal account. Once a student withdraws, or graduates from the district, portal access will be inactivated for the parent/guardian [and/or student].

**III. Information Accuracy Responsibilities**

Information accuracy is the joint responsibility between schools, parents/guardians, and students. School personnel will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, they should notify the teacher/counselor/school administration immediately and provide proof of the inaccurate information.

**IV. Information Accessibility**

The district reserves the right to add, modify or delete functions in the portal at any time without notice.

**V. Access Agreement**

Each parent/guardian must complete and sign a Parent/Guardian Portal Access Agreement. After verification of information on the form, school personnel will follow the process outlined in this document to establish an account. The completed and signed form will be retained in the cumulative record folder of each student at the school in which the student is enrolled.

## SCHOOL-COMMUNITY RELATIONS

1110.2

### Parent Portal Acceptable Use and Safety Policy

#### VI. Portal Use

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

1. Parents/guardians and students will act in a responsible, ethical and legal manner.
2. Parents/guardians and students will not attempt to harm or destroy the school or the district's data or networks.
3. Parents/guardians and students will not attempt to access information or any account assigned to another user.
4. Parents/guardians and students will not use this Internet site for any illegal activity, including violation of Federal and State law. Anyone found to be in violation of these laws would be subject to civil and/or criminal prosecution.
5. Users who identify a security problem within the portal must notify the school administration immediately.
6. Parents/guardians and students shall not share their password with anyone, including their own child(ren).
7. Parents/guardians and students identified as an internet security risk will be denied access to the site.

#### VII. Security Features

1. Access is made available with a secure Internet site.
2. Multiple unsuccessful login attempts will disable the user's account. Until the school has verified the assigned user to the locked account, the account will remain locked.
3. The users will be automatically logged off if they leave their web browser open and inactive for 10 minutes.
4. The student's account will be disabled when the student withdraws, graduates or is expelled.
5. The parent/guardian account will be disabled when their child(ren) have withdrawn, been expelled or graduated, or a court action denies the parent/guardian access to the student's information.

#### **The district is not responsible to:**

1. Recommend or approve computer system requirements necessary to access the portal;
2. Provide technical support for computer systems accessing the portal, the portal itself beyond user account issues, or any other issue related to the use of the portal;

## SCHOOL-COMMUNITY RELATIONS

1110.2

### Parent Portal Acceptable Use and Safety Policy

3. To provide any means, including but not limited to a computer system and/or internet access, by which any parent may access the portal. Parents/guardians can find support information on the district website.

### VIII. Limitation of School District Liability

1. The district will use reasonable measures to protect student information from unauthorized access. The district will not be responsible for legal or 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.
2. The district will not be responsible for actions taken by the parent/guardian or student that would cause compromise of their student information.
3. The district reserves the right to limit or terminate portal access for any reason without notice. All parents/guardian requesting a portal account consent to electronic monitoring and understand that all activity is electronically recorded.

Legal References: Connecticut General Statutes  
10-15b Access of parent or guardians to student's records.  
11-8a Retention, destruction and transfer of documents  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
46b-56 (e) Access to Records of Minors. Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).  
Federal Statutes  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).  
Dept. of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

**Policy Adopted: 10-15-12**