ACCEPTABLE USE POLICY FOR PARENT PORTAL

Purpose

This policy describes the requirements of users regarding the use of the St Mary’s Primary School Parent Portal. The goal of the Parent Portal is to enhance communications with parents. The Parent Portal provides electronic access to attendance, demographic, grade, and other information related to current students. This information is intended for the use of the student’s parent(s) or legal guardian(s). In response to the ability to access the Parent Portal, users assume certain responsibilities and agree to abide by the rules and regulations listed below, including the use of technology in an ethical manner and under applicable legal provisions.

Scope

This policy applies to every parent or guardian of a student enrolled in the St Mary’s Primary School. This is a resource for parents, but the types and extent of information provided may change at any time.

Policy

Users will access the St Mary’s Primary School Parent Portal for authorized purposes only. The Parent Portal is not the complete or official record of information associated with a child and therefore may not be complete or correct at all times and is constantly being updated. For official student records contact your child’s teacher and/or the school.

Users are expected to:

Respect the privacy of others and security of the Schools System.

- Users will use only the login credentials (i.e., user IDs) issued to them.
- Users will not share the passwords provided or assigned to them with other individuals. *The St Mary’s Primary School accepts no responsibility in the event the username or password is shared, given, stolen, or in any other way becomes the possession of a person other than the parent/guardian.*
- Users will not try to learn passwords of other users or information system administrators or attempt to access data or any account other his/her own.
- Users shall notify St Mary’s Primary School of any issues resulting in a need for change of access to student records including any court orders or change of guardianship.
Respect the legal protections to programs and data provided by copyright and license.

- Users must not use the Parent Portal for any illegal activity, including violation of data privacy laws.
- Users will use copyrighted materials in accordance with copyright laws and will not copy, distribute, or transmit a third party’s information.

Use St Mary’s information systems for authorized purposes only.

- Users will not attempt to gain unauthorized access to, disrupt, interfere with, or destroy information or information systems.
- Users should be reminded that email and other communications over the Internet are not guaranteed to be private and are subject to State and Federal Law.
- All data is the property of St Mary’s Primary School and is only available to parents and guardians of students currently enrolled. Parent Portal may not be available during summer breaks and during periods of system maintenance.

Protect information from loss, theft, unauthorized disclosure, or unauthorized use.

- Users will not share or enable unauthorized individuals to access private information including but not limited to sensitive information related to students.
- Users will not transfer or transmit sensitive information to another individual without explicit authorization. When authorized, users will apply appropriate safeguards to prevent unauthorized access to the information.
- Users will not share information with other individuals that could allow those individuals to gain unauthorized access to the Parent Portal.
- Users aware of an alleged violation of the Acceptable Use Policy for Parent Portal, who may or may not have been harmed by the alleged violation, must report the matter to the St Mary’s Primary School as soon as reasonably practicable.
- Users who identify a security problem with the Parent Portal must notify the school immediately, without demonstrating the problem to anyone else.
- Users will not attempt to harm or destroy data of their own children or that of another user.
- The St Mary’s Primary School does not provide technical support for your home/work computer system and cannot guarantee problem free access to the Parent Portal.

*The St Mary’s Primary School is not liable for any damages to your personal equipment incurred when connected to the Parent Portal System.*