

Campus Portal Acceptable Use And Safety Policy

GENERAL STATEMENT OF POLICY

Lake Crystal Wellcome Memorial 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. Lake Crystal Wellcome Memorial School District will provide currently enrolled students or the parents of currently enrolled students the privilege of access to the Campus Portal.

District #2071 reserves the right to deny access to the Campus Portal due to court orders or any other legal proceedings that limit availability of private educational data.

PURPOSE

Lake Crystal Wellcome Memorial School District has opened the Parent Portal to enhance communication between the Lake Crystal Wellcome Memorial School District and parents. Users of the Campus 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. Assessment (Test Scores)
7. Reports (including Schedules, Report Cards, Missing Assignments and unofficial Transcripts)

Lake Crystal Wellcome Memorial School District reserves the right to add or remove any of the above functions from the Campus Portal at any time.

SECURITY FEATURES

1. Three unsuccessful login attempts will disable your **Campus** 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 **Campus** 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.

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

USE OF THE CAMPUS PORTAL

Access to the Parent Portal on the school district computer system is a privilege, not a right.

Users of the Campus Portal are required to adhere to the following guidelines:

1. Users will act in a responsible, ethical and legal manner.
2. Users 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. Users will not attempt to access data or any account owned by another user.
4. Users will not use the Campus 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 Campus Portal must notify the Lake Crystal Wellcome Memorial School District Office immediately, without demonstrating the problem to anyone else.
6. Users will notify Lake Crystal Wellcome Memorial of any data inaccuracies as soon as possible.
7. Users will not share their password with anyone.
8. Users will not set their computer to automatically login to the Campus Portal.
9. Users identified as a security risk to the Campus Portal or any other ISD #2071 computers or computer network will be denied access to the Campus Portal.

CONCERNS ABOUT CAMPUS PORTAL DATA

Technical issues should be directed to the Portal Help Desk at:
portal@isd2071.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

CPU: P3 Processor or faster

Windows Operating System:

PC: Windows 2000 or XP
Mac: OS9

RAM: 256MB RAM +

SOFTWARE

Web Browser:

PC: Internet Explorer 6 or Mozilla Firefox 1.5.x
Mac: Mozilla Firefox 1.5.x

Adobe Acrobat Reader.

Minimum: Version 6.x

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 **800 x 600 or higher**.