

Marion School District
Parent Portal User Guidelines and System Requirements

Your Parent Portal account will become active as soon as we receive your signed copy of the Acceptable Use Policy. Your login information, (web site, user name, and password) will be given to you, the parent, by the Marion School District upon receipt of the above mentioned Acceptable Use Agreement Signature.

It will be sent to you by mail addressed to you the parent. If you do not receive this information within two weeks of the date you sent in your signed acceptable use policy, please contact either the school for assistance.

1. Parents will have access to the following data about their child:
 - a. Attendance – updated daily
 - b. Transcripts – available for all past terms – updated each semester
 - c. Grades for current classes – updates will vary from class to class. Parents can expect that grades for an assignment will be posted one-two weeks after that assignment has been turned in. (Teachers will need adequate time to grade all of the student work and to post the scores.)
2. Parents will receive login information and instructions after we receive your signed Acceptable Use Policy agreements.
3. Parents will not share their password and will not set their browsers to auto login to the portal. Passwords are system generated.
4. System recommendations for home computers to access the Parent Portal:
 - a. Internet connection – 56k modem speed or greater.
 - b. Browser – Internet Explorer 6, Mac or Windows. 128 bit encryption.
 - c. A computer that can run the appropriate browser version (IE6)
 - d. A monitor with at least 800 x 600 resolution.
5. Security features of the Parent Portal:
 - a. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the portal again, parents will need to contact the School District Office during school hours to have the account reactivated. Please call 648-3615.
 - b. You will be automatically logged off if you leave the Parent Portal Web browser open and inactive for a period of time.
 - c. All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked on sensitive data.
6. School District Office contact information
 - a. Telephone help with the District Office is available from 8:00 A.M. to 4:00 P.M. Phone 648-3615
 - b. Should you need help with DDN Campus outside of school hours, send an e-mail to Terry.Winegar@k12.sd.us and expect an answer within 24 hours on school days. Please include your name, your user name, your

telephone number and a brief description of the problem in your e-mail request for help.

Any public use computer that has the above mentioned system requirements can be used to access the DDN Campus as long as you have the necessary user and password information.

Marion School District Parent Portal Acceptable Use Policy

Marion School District is offering the Parent Portal as a means to further promote educational excellence and to enhance communication with parents. The Portal allows parents to view their own child's school records anywhere, any time. In response to the privilege of accessing the Parent Portal, every parent is expected to act in a responsible, ethical and legal manner. The Portal is available to every parent or guardian of a student in the Marion School District.

Parents are required to adhere to the following:

- Parents will not share their passwords.
- Parents will not attempt to harm or destroy data of their own children, of another user, school or district network, or the internet.
- Parents will not use the portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to Civil and/or Criminal Prosecution.
- Parents will not access data or any account owned by another parent.
- Parents who identify a security problem with the Parent Portal must notify the School District Office immediately, without demonstrating the problem to anyone else. Please call 648-3615.

Parents who are identified as a security or harassment risk to the Parent Portal or any other Marion School District computers or networks, will be denied access to the Parent Portal. Parent access to their children's records will be on a continuous basis as long as their children are enrolled in Marion Schools.

The user guidelines and system requirements are attached. Please review them before signing and returning the form on the next page. Only by signing and returning the agreement will you receive access to the Parent Portal for your child.

Parent Portal Acceptable Use Form

Marion School District
100 South Cedar PO Box 207
Marion, SD 57043

Return this form to the address above

Names of your children in the Marion School District

I have read the Parent Portal Acceptable Use Policy (including the User Guidelines enclosed) and I agree to abide by and support these rules. I understand that if I violate any terms of this Acceptable Use Policy that I may lose my privilege to use the Parent Portal, and may be liable for civil and/or criminal consequences.

_____ Parent/Guardian #1 Signature

_____ Parent/Guardian #2 Signature

_____ Parent/Guardian #1 Print Name

_____ Parent/Guardian #2 Print Name

_____ Address

_____ Address

_____ Date

_____ Date

_____ E-mail Address

_____ E-mail Address

Preferred user login name _____

