

DEUBROOK AREA SCHOOLS DISTRICT NO. 5-6

Home of the Dolphins and Lady Dolphins
PO Box 346 - White, South Dakota 57276

Toronto Elementary PS-6

White – Grades 7-12

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Superintendent
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K-6 Principal
(605) 794-1152

Parent Portal Support Application Process

Dear Parent/Guardian:

At Deubrook Area Schools, we emphasize intelligent ways to use technology in the teaching and learning process. We also strive to operate our schools more effectively and efficiently. Technology is not only a valuable learning tool; it is also an effective communication tool.

We are inviting you, as parents, to join the Parent Portal Program. The Parent Portal is your opportunity to go online and find information about your student's class schedule, attendance information, transcript information, report cards and your family meal account. This will provide you with timely information and at the same time reduce the cost of labor, paper and postage for us. There is no cost to you for this service!

Please review the information included with this mailing. Each parent must complete and sign a separate Parent Portal Acceptable Use and Safety Policy in order to receive an account. Please return the completed forms with your child to school office or mail it back to us at the address below:

Deubrook Area Schools
Attn: Technology Office
PO Box 346
White, SD 57276-0346

You will be enrolled in the program and provided with training materials, a user ID, and a password. It's as simple as that!

Regards,

James Niehus
Deubrook Area School Technology Coordinator
Parent Portal Support Team

**DEUBROOK AREA SCHOOLS PARENT PORTAL ACCEPTABLE USE AND SAFETY POLICY
PARENT PORTAL SYSTEM REQUIREMENTS**

I. PURPOSE AND GENERAL STATEMENT OF POLICY

Deubrook Area Schools uses the Campus Student Information System to track students. Campus has a Parent Portal, to allow parents to view the records of their child(ren) electronically with a secure connection over the Internet.

II. GENERAL STATEMENT OF POLICY

Deubrook Area Schools has opened the Parent Portal to enhance communication between our schools and parents. Rights to the Parent Portal will be granted to parents of currently enrolled students. At this time, users of the Parent Portal will have access to the following information about their child(ren):

1. Attendance
2. Class Schedule
3. Report Cards
4. Transcripts

Users of the Parent Portal who are parents of elementary students will have access to attendance, grades, and report cards. Parents of kindergarten children will receive attendance information only.

Deubrook Area Schools reserves the right to add or delete functions from the Parent Portal at any time. Including those listed above.

Each user of the parent portal must complete and sign a Parent Portal Acceptable Use and Safety Policy Acceptance Form in order to obtain access to the Deubrook Area Schools Parent Portal.

III. USE OF THE SYSTEM

Access to the Parent Portal is a privilege, not a right. Users of the Parent 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 the school or the district's data or networks.
3. Users will not attempt to access data or any account owned by another user.
4. Users will not use the Parent 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 Parent Portal must notify Deubrook Area Schools Technology Office immediately, without demonstrating the problem to anyone else.
6. Users will not share their password with anyone, including their own child(ren).
7. Users will not set their computer to automatically login to the Parent Portal.
8. Users identified as a security risk to the Parent Portal or any other Deubrook Area Schools computers or computer network will be denied access to the Parent Portal.

IV. SECURITY FEATURES OF THE PARENT PORTAL

1. Access to the Parent Portal is made available with a secure internet site.
2. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the account again you will need to contact the Parent Portal Helpdesk to have the account reactivated.
3. You will be automatically logged off if you leave the Parent Portal web browser open and inactive for a period of time.
4. All attempts at logging into the system are recorded and monitored, and an audit trail is tracked.

V. SYSTEM REQUIREMENTS

1. Internet connection of at least 56k modem speed or higher.
2. a. Internet Explorer version 11 or higher, MAC or Windows or
b. Chrome 50.x or higher.
c. Firefox 35.x or higher.
3. A computer that can run the appropriate browser version.
4. A monitor with the resolution set to at least 1024 x 768.

VI. SUPPORT

1. Telephone support is available between the hours of 8:00 am and 4:00 pm by calling 605-629-1115. A voice mailbox is available after hours for messages and will be checked on the next business day.
2. Email support is available at Don.Ray@k12.sd.us or James.Niehus@k12.sd.us . Please allow us two business days to respond to your email requests.
3. Please include your name, your user name, your telephone number and a brief description of the problem when contacting the Parent Portal Helpdesk.
4. Documentation and training materials will be available on the district web site.

PARENT PORTAL

ACCEPTABLE USE AND SAFETY POLICY ACCEPTANCE FORM

Each user of the parent portal must complete and sign a Parent Portal Acceptable Use and Safety Policy Acceptance Form in order to obtain access to the Deubrook Area Schools Parent Portal.

I have read the Parent Portal Acceptable Use and Safety Policy and agree to abide by and support the policy. I understand that if I violate any term of this policy I may lose my privilege to use the Parent Portal and may be liable for civil and/or criminal consequences.

I have read the System Requirements and check that the computer I will be using to access the Parent Portal has the following:

Internet connection: 56K modem speed or higher.

Browser: Internet Explorer 11 or higher (MAC or Windows version) or Google Chrome 43.x or higher or Firefox 35.x or higher.

Monitor: Resolution set at a minimum of 1024 x 768.

Parent/Guardian Signature

Print Parent/Guardian Name

Address

City

State

Zip

Email Address

Home Phone Number

Work Phone Number

Date

Names of all your children attending Deubrook Area Schools:

Name

School

Office Use: Date Received: _____ PersonID: _____ Start Packet Sent: _____