

Garretson School District
Parent Portal User Guidelines and System Requirements

1. *Parents/guardians will have access to the following data about their child:*
 - a. *Attendance - updated daily*
 - b. *Discipline - updated as events occur*
 - c. *Class schedule*
 - d. *Transcripts - available for all past terms, updated each semester*
 - e. *Grades for current classes - updates will vary from class to class*
 - f. *Immunization records – updated as information is received*

2. *System recommendations for home computers to access the Parent Portal:*
 - a. *Internet connection*
 - b. *Browser - Internet Explorer or Firefox, Mac or Windows*

3. *Security features of the Parent Portal:*
 - a. *Three unsuccessful logon attempts will disable the Parent Portal account. In order to use the Portal again, you will need to contact the District Office to have the account reactivated.*
 - b. *You will be automatically logged off if you leave the Parent Portal web browser open and inactive for more than 15 minutes.*
 - c. *All attempts at logging onto the system are recorded and monitored, and a full audit trail is tracked on sensitive data.*

4. *How to access the Parent Portal:*
 - a. *After you have been activated, go the the Garretson website at www.garretson.k12.sd.us*
 - b. *Click on Parent Resources*
 - c. *Click on Parent/Student Portal*
 - d. *Enter your user account name and user password*
 - e. *Click on your child's class schedule*
 - f. *Click on the icon with red around it, which enters you into your child's grade book*
 - g. *Click on the icon with an envelope and you can e-mail that teacher with any questions you may have*

If you forget your user account name or password, please contact the school at (605) 594-3452, Option 3.

Garretson School District
Parent Portal Acceptable Use Policy

Garretson School District has developed the Parent Portal as a means to further promote educational excellence and to enhance communication with parents/guardians. The Portal allows parents/guardians to view their own child's school records anywhere at any time. In response for the privilege of accessing the Garretson School District Parent Portal, every parent/guardian is expected to act in a responsible, ethical, and legal manner. The Portal is available to every parent/guardian of a student enrolled in the Garretson School District. Parents/guardians are required to adhere to the following guidelines:

1. Parents/guardians will not share their passwords with anyone, including their children.
2. Parents/guardians will not attempt to harm or destroy data of their own children, of another user, school, or district network, or the Internet.
3. Parents/guardians 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.
4. Parents/guardians will not access data or any account owned by another parent/guardian.
5. Parents/guardians who identify a security problem with the Parent Portal must notify the District Office immediately, without demonstrating the problem to anyone else.
6. Parents/guardians who are identified as a security risk to the Parent Portal will be denied access to the Parent Portal.

User guidelines and system requirements are enclosed. Please review them before signing and returning this document. In order to receive access to the Parent Portal, you must sign and return this agreement to the address below:

Garretson School District
505 Second St
PO Box C
Garretson, SD 57030

IF YOU HAVE FILLED OUT THIS FORM PREVIOUSLY FOR YOUR HOUSEHOLD, YOU DO NOT NEED TO COMPLETE ANOTHER ONE.

Please fill in all blanks (print clearly)

Parent/Guardian's Name: _____

E-mail Address: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

User Account Name (firstname.lastname): _____

User Password (CaSe SeNsItIvE - must be 8 characters including at least 1 number): _____

Your account will be set up with this logon information. PLEASE PRINT CLEARLY!!!

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

Parent/Guardian's Signature

Date