

# PLATTE CANYON SCHOOL DISTRICT

## Parent Portal Acceptable Use Policy

**The Parent Portal is a means to further promote educational excellence and to enhance communication with parents. As parents, you will find instant access to information about your child's school attendance, grades, class assignments, online payments, and food service.**

Every parent accessing the Platte Canyon School Districts' Parent Portal is expected to act in a responsible, ethical, and legal manner. The portal will be available to every parent or guardian of a student enrolled in the Platte Canyon School District. Parents are required to adhere to the following guidelines.

1. Parents will not share their passwords with anyone including their own children.
2. Parents will not attempt to harm or destroy data of their own children, or another user, school or district network, or the Internet.
3. Parents will not use the portal for any illegal activity, including violation of privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
4. Parents will not access data or any account owned by another parent.
5. Parents who believe they have identified a security problem with the Campus Parent Portal must notify the district office immediately.
6. Parents who are identified as a security risk will be denied access to the Campus Parent Portal.

In Order to access the Campus Parent Portal, you will need to email [scarlstrom@plattecanyonsd1.org](mailto:scarlstrom@plattecanyonsd1.org). You will then be given an activation key along with some instructions. Once on the portal site you will be asked to enter your activation key which will then prompt you to enter a user name and password. Please make a note of this user name and password. Users who try to enter an incorrect user name and password will be locked out of the Campus portal on the third try. Each person should have their own account. Please parents do not use your students and student should use only their account. The reason for this is because each account may have different announcements.

**By activating your Campus account, you are agreeing to the Platte Canyon Acceptable Use Policy.**

In order to access the Parent Portal, your computer will need to meet the following requirements. If you do not have the correct browser, you will need to upgrade.

- a) Internet connection – 56k modem speed or greater.
- b) Browser – Internet Explorer 5.5 or higher, Mac or Windows. The latest version of Internet Explorer can be downloaded at the following Internet address: <http://www.microsoft.com>

To further ensure your privacy and security you may wish to set your browser to delete the web pages after you have viewed them so they cannot be accessed again without logging in again.

- Open Internet Explorer
- Click on the Tools menu
- Click Internet Options
- Click on the Advanced Tab
- Find this setting and check the box next to it: **Do not save encrypted pages to disk**
- Once the check mark is added click Apply, and click OK.
- Close your Internet Browser for new settings to take effect.