

## **Gloucester Catholic High School Electronic Web Access Agreement for Viewing Student Information via PowerSchool Parent Portal**

I am requesting to review my child (ren's) student information on Gloucester Catholic High School's (GCHS) PowerSchool Internet website. I agree to abide by and support the expectations presented in this agreement. I understand, for the interest of security, GCHS reserves the right to change user passwords or deny access at any time. With this agreement I, as parent/guardian, release Gloucester Catholic High School from any and all liability for damages arising out of the unauthorized access to my parent/guardian account. I agree that I will not share my password or allow anyone other than myself to use my account, including my own child (ren). I agree to protect any information printed or transferred to my computer, or destroy the documentation generated from this site. I understand that PowerSchool is a web-based, cross-platform system, but there may be certain minimum system requirements needed in order for me to use PowerSchool. These minimum requirements are established by the product's parent company, Pearson Educational Systems; GCHS, therefore, cannot be held responsible for them.

### **Section I: User Expectations**

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. GCHS supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/guardians and the student's teachers. GCHS manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians/relatives and students with a secure connection over the Internet. All parents/guardians/relatives and students will comply with the Internet use regulations and all technology regulations/procedures, as well as all other school policies that may apply.

### **Electronic Access to Student Information Regulation**

GCHS's PowerSchool implementation uses an SSL-secured Internet site to enable electronic access to student information; enhancing communication between our parents/guardians, students, teachers, principals, and administrators.

#### **A) Rights and Responsibilities**

This access is a service offered to all current and active parents/guardians and students of Gloucester Catholic High School whose financial accounts are in good standing. Access to student information from the Internet is a privilege, not a right. Only after a family has officially enrolled their child (ren) at GCHS will a parent/guardian and/or student be authorized to activate a web access account. Once a student withdraws or graduates from GCHS his/her access will be inactivated. Parents/guardians, students, and staff must understand and practice proper and ethical use.

#### **B) Information Accuracy Responsibilities**

Information accuracy is the joint responsibility of schools, parents/guardians, and students. GCHS will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, he/she will notify the school immediately and provide proof of the inaccurate information.

#### **C) Information Accessible**

Gloucester Catholic High School reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

1. Attendance
2. Class Schedule
3. Report Cards
4. Transcripts
5. Student Demographics

6. Course Requests
7. Emergency Information
8. Immunizations
9. Assessment data and work in process

Students may request a secure account. A student will only have access to his/her own student information. No student should ever use a parental account to logon to PowerSchool.

#### **D) Electronic Web Access Agreement**

Each parent/guardian must agree to this Electronic Web Access Agreement for Viewing Student Information. After receiving from a parent/guardian acknowledgment of understanding of the information on this form, the school will follow the process outlined in Section III of this Agreement to establish an account.

#### **E) Use of the System**

Parents/guardians and students are required to adhere to the following guidelines:

1. Parents/guardians and students will act in a responsible, ethical and legal manner.
2. Parents/guardians and students will not attempt to harm or destroy the school's data or networks.
3. Parents/guardians and students will not attempt to access information or any account assigned to another user.
4. Parents/guardians and students will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws would be subject to Civil and/or Criminal prosecution.
5. Parents/guardians and students who identify a security problem within the PowerSchool Portal must notify the school immediately, without demonstrating the problem to anyone else.
6. Parents/guardians and students will not share their password with anyone, including their own child(ren).
7. Parents/guardians and students will not set their computer to automatically login to the Internet site.
8. Parents/guardians and students identified as a security risk will be denied access to the site.

#### **F) Security Features**

1. Access is made available with a secure Internet site. Note: Account holders are responsible for not sharing their account information and to properly protect or destroy any printed/electronic documentation generated from this site.
2. GCHS may establish a number unsuccessful login attempts that will disable the user's account. Until the school has verified the assigned user to the locked account, the account will remain locked. In order to use the account again the user will need to contact GCHS.
3. The users will be automatically logged off if they leave their web browser open and inactive for a period of time (generally 10 minutes).
4. The student's account will be inactivated when the student withdraws or graduates from Gloucester Catholic High School.
5. The Parent/guardian account will be inactivated when all their child(ren) have either withdrawn or graduated from GCHS, or a court action denies the parent/guardian access to the student's information.

### **Section II: System Requirements and Support:**

#### **A) System Requirements**

- Pearson Educational Systems (the company that produces PowerSchool) may set minimum system requirements for connecting to their software. These requirements are outside the control of GCHS. Parents understand that their computer equipment must meet these minimum system requirements in order to have full access to the PowerSchool student information system.

## **B) Support**

- E-mail support for issues concerning student information or procedures is available by contacting GCHS at [treed@gchsrams.org](mailto:treed@gchsrams.org).
- Limited telephone support is offered by GCHS.

## **C) Limitation of School Liability**

GCHS will use reasonable measures to protect student information from unauthorized viewing. GCHS will not be responsible for financial obligations arising through unauthorized use of the system or Internet. GCHS does not promise any particular level or method of access to the Internet site for viewing student information. GCHS will not be responsible for actions taken by the parent/guardian or student that would compromise their student information. GCHS reserves the right to limit or terminate the Internet site for viewing student information without notice. All parents/guardian and student users of the GCHS network, by requesting an account to view student information on-line, consent to electronic monitoring and understand that this is a private system used as an educational tool by GCHS employees and students. Account activity is electronically recorded.

## **Section III: Parent Portal Access and Use:**

### **A) Initial Account Request and Setup**

#### 1) For Parents/Guardians:

- When parent/guardians are enrolling their child(ren), the parent/guardians will be given access to the Electronic Web Access Agreement for Viewing Student Information. If students are already enrolled, parents will be given access to this Agreement in order to review it and sign.
- The parent/guardians only need to complete or acknowledge one Electronic Web Access Agreement form for all children in their household.
- For security reasons, all parent/guardians may be asked to sign the form in the presence of a school principal or school secretary.
- School may verify parent/guardians identification with official government identification.
- After the student is enrolled into the student information system, the parent/guardians requesting the account will be e-mailed or mailed their login instructions and credentials.
- The school may keep the completed and signed form in the cumulative record folder of each student.

#### 2) For Students:

- All GCHS students can request their own account from the school.
- School will verify the student identification.
- A student requesting an account will be given his/her own login information.

### **B) Account Unlock Procedures**

#### 1) Parents/Guardians or Students may request unlocking their account either by telephone, e-mail or in person.

a. Via Phone – The requestor may be asked a series of random questions intended to verify his/her identity. The questions will be limited to information in the student management system that only the requestor would know.

b. Via E-mail - Only requests received from the e-mail account on record in the student information management system will be acknowledged.

c. In Person – The Parent/guardian or student will make the request to the secretary at the school. Once the school has confirmed the Parent/Guardian or Student's identification, the school will honor the request.

## Acknowledgement of agreement

I (please print your name) \_\_\_\_\_ have read and agree to abide by the Gloucester Catholic High School Electronic Web Access Agreement for Viewing Student Information via PowerSchool Parent Portal.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

Parent E-mail address: \_\_\_\_\_

Do you wish to store this e-mail address in the PowerSchool system in order to receive periodic e-mail notices from GCHS?  
\_\_\_\_\_ Yes          \_\_\_\_\_ No

Oldest GCHS Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

2<sup>nd</sup> GCHS Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

3<sup>rd</sup> GCHS Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_