School District of Spencer
Parent Portal User Guidelines

Your Parent Portal account will become active when we receive your signed copy of the Parent Portal Acceptable Use Procedure.

1. During the academic school year, parent(s)/guardian(s) will have access to the following data about their children:
    a. Attendance - updated hourly.
    b. Grades – In progress and Final Grade
    c. Health – Immunization record
    d. Fees – Fee Statement
    e. Food Service – Transaction Detail and Lunch Account Balance
    f. Schedule – Your child's schedule and Gradebook
        Class assignment grades - updates will vary depending upon the course. Parents can expect that grades for an assignment will be posted within 1 week after that assignment has been turned in. Please keep in mind that the scores displayed in the Parent Portal give an approximate grade determination at that specific point in time during the trimester.
    g. Messages
    h. Ability to update your information
    i. Other features as they become available

2. Parents <u>should not share this password with anyone</u> and <u>should not set their browsers to auto login</u> to the Portal.

3. 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 Parent Portal help desk to have the account reactivated.
    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.

5. Parent Portal Help Desk contact information:
    Telephone help is available by leaving a voicemail message at 715-659-2409 ext 185 or by sending an email to sharn@spencer.k12.wi.us
    You should expect a reply within 5 business days. Please include your name, your user name, your telephone number and a brief description of the problem in your email or voicemail request.

School District of Spencer
Parent Portal Acceptable Use Procedure

The School District of Spencer is proud to provide you with 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, anytime. For 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 students enrolled in the Spencer Public Schools. Parents are required to adhere to the following guidelines:

1. Parents should protect the integrity of all user id's and passwords.

2. Parents will not use the Portal for any illegal activity, including the violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.

3. Parents will not access data or any account owned by another parent or user.

Please review the user guidelines before signing and returning the attached form. Only by signing and returning the agreement will you receive a unique activation key to allow access to the Parent Portal. **Keep your username and password secure.**

Please retain for your records:

Username: _____ Password: _____

Help Desk Voicemail: **715-659-2409 ext. 185**
Help Desk E-mail: sharn@spencer.k12.wi.us or
School District of Spencer Website: www.spencer.k12.wi.us

Campus Parent Portal
Acceptable Use Procedure

PLEASE PRINT:

Parent/Guardian Last Name _____

First Name _____

Email Address _____ (required)

Names of **all** your children attending Spencer Public Schools:

_____   _____

_____   _____

_____   _____

I have read and understand the User Guidelines. I understand that if I violate any of the terms of this Acceptable Use Procedure, I may lose my privilege to use the Parent Portal.

_____
Parent/Guardian Signature

_____
Date

Return this form to: Elementary or High School Office
300 School St.
Spencer, WI 54479
             Or
With your child to the appropriate office

Your Activation Key, the link to Campus Parent Portal and directions will be emailed to you within five business days