

## PowerSchool Parent Acceptable Use Policy

PowerSchool will provide you access to your child's grades, attendance, and class registration. Please read these guidelines carefully and fill out the "PowerSchool Parent Portal Acceptable Use Policy/Login Request Form." Only biological and/or custodial parents/guardians are eligible to receive Parent Portal logins.

### Please read the following Acceptable Use Guidelines for PowerSchool:

1. Username and passwords are to be kept confidential.
  - a. It is the responsibility of the parent/guardian to protect the security of the login and password. Spartanburg School District 4 accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way, becomes the possession of a person other than the parent/guardian.
  - b. If a username/password is stolen or lost, the parent/guardian can contact the school to have the password changed. The parent/guardian will need to complete the, "PowerSchool Parent Portal Acceptable Use Policy/Login Request" form posted on the District website or a form can be obtained at your child's school.
  - c. If you forget your username and/or password, you will be required to fill out a written request for the school. The parent/guardian will need to complete the, "Username/Password Request" form posted on the District website or a form can be obtained at your child's school.
2. The school district does not provide technical support for your home/work computer system.
3. We will monitor Parent Access to PowerSchool. The Parent Access Log lists date of login, time accessed, and duration of login (in minutes).
4. Parents/guardians should remember that email and other communications over the Internet are not guaranteed to be private and are subject to State and Federal Law.
5. You should use the following procedures concerning your child's grades or attendance.
  - a. Talk to your child to ask them about their grades or attendance.
  - b. Check the teacher's grading policy. The information on PowerSchool is subject to change. The information posted is **not** the **official** Progress Report, Report Card or Student Transcript.
  - c. Please email teachers with your questions concerning grades, but please do not send excessive emails. Remember your child's teacher has many other students that they teach.
  - d. The parent or guardian may request a meeting with the teacher but should request the meeting using your child's school procedures for setting up the meeting.
  - e. You will be able to check grades 24 hours a day, seven days a week. Teachers should post their grades within approximately 7 school days of the date the assignment is due. Some assignments, such as, written reports may take much longer to grade.
  - f. Attendance is taken once a day at each school and is adjusted by periods at WHS and WMS. If you have a question concerning attendance, please contact the Attendance Office at your child's school.
6. Please remember that Spartanburg School District 4 is providing this access as a privilege, and if it is abused, the account will be suspended and/or terminated.
7. Spartanburg School District 4 is not liable for any damages to any personal equipment when connected to the PowerSchool System.
8. I release Spartanburg School District 4 and its officers, employees, and agents from any claims and damages from my use or inability to use the system.

*Disclaimer: This system is provided only as convenience. The data is the property of Spartanburg School District 4 and is only available to parents/students currently in attendance. PowerSchool Parent Portal is not an official record and may not be correct at all times. For official student records contact your child's school.*

By my signature, I indicate I have read the acceptable use policy, understand that access is designed for the support of my child's education, and request login capability into Power School Parent Portal.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Spartanburg School District 4

**DO NOT COMPLETE IF YOU HAD A PARENT PORTAL ACCOUNT LAST YEAR!**  
Your login and password are the same as last year.

**Please list the names of each child for which you would like PowerSchool Parent Portal access and the grade that he/she will be in during the current year. Please complete only one sheet for all of your students enrolled in District 4. You may submit this form at any school for all of your children.**

Student's Name	Grade	Relationship to Student (circle one)
		Mom Dad G-Ma G-Pa Guardian Other
		Mom Dad G-Ma G-Pa Guardian Other
		Mom Dad G-Ma G-Pa Guardian Other
		Mom Dad G-Ma G-Pa Guardian Other
		Mom Dad G-Ma G-Pa Guardian Other

## PARENT INFORMATION AND CONFIRMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### To Be Completed by School Personnel

Parent/Guardian Login: \_\_\_\_\_

Parent/Guardian Password: \_\_\_\_\_

### For Office Use Only

Approved By: \_\_\_\_\_

School: \_\_\_\_\_

Your login information, password, and instructions for logging in will be mailed to you.

**IMPORTANT NOTE:** In order for a parent account to be set up in Power School, the parent must submit this agreement in person to school faculty or staff or present appropriate identification via correspondence. Contact your school's principal with questions.