



RICHLAND ONE

PowerSchool and PowerTeacher Guidelines

May 26, 2022

Staff members may not disclose sensitive information to persons unauthorized to receive it. This includes non-public information such as Social Security Numbers, credit card numbers, bank account numbers, health information, or confidential student data.

All employees who have access to or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and other applicable laws and regulations, as they relate to the release of student information.

Access to computer systems, personally assigned district computing devices, and networks owned or operated by the District imposes certain responsibilities and obligations on users and is subject to District policies and local, state, and federal laws.

Access to PowerSchool and/or PowerTeacher is NOT allowed to parents, students, volunteers, or non-district employees.

Parents may only have access to their child's information through ParentPortal.

General Prohibitions

Users may not use the student information system (PowerSchool or PowerTeacher) to see information for students other than those the user is teaching and/or students for whom the user is responsible.

Users may not share protected information with others.

Users will not attempt to gain unauthorized access to the student information system. Users will not attempt to perform functions that exceed their authorized access. This includes attempting to log in through another person's account or access another person's files as well as an account of a former employee.

System Security

Users will not share their account information or attempt to log in to another user's account. Any sharing of account information will result in immediate restriction or removal of account privileges.

The only potential exception is the sharing of information with IT staff if requested for troubleshooting purposes.

Users will immediately notify the IT staff if they have identified a possible security issue. Do not actively seek security problems but immediately report any potential issues that are found.

Policy Cross References

Policy JRA Student Records and Policy GBEB Staff Conduct



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PowerSchool Account Request Form

In order to have an account created the following steps must be followed. The PowerSchool Account Form can be accessed on the [PowerSchool Resources](#) webpage.

1. Provide information required on the PowerSchool Account Form.
2. Obtain all signatures required PowerSchool Account Form.
3. Log in to One to One Plus application using the following link:
https://1to1plus.com/login/RichlandOne_SC
The person who is requesting the account **must be the one submitting the ticket.**
4. Click on Application Support
5. Select PowerSchool for Types
6. **Ticket must be completed accurately to be processed.**
 - a. Description
 - State that you are requesting either a PowerSchool admin account or a PowerTeacher account for a new employee.
 - b. Related user
 - This defaults to your name
 - c. Related location
 - You can leave this blank
 - d. Who should be notified on update?
 - Enter the name of your principal and any other leadership team member instructed by your principal
 - e. Attach an optional file
 - Attach the copy of the completed form as a file to the ticket.
 - Only PDFs can be uploaded.