



1050

Parent Portal

Policy 1050

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Effective Date: 07/01/2009

Revision Dates:

Review Dates: 09/19/2012

I. PURPOSE

Minneapolis Public Schools seeks to improve and enhance communications between home and school with every means available to the District for the purpose of increasing family engagement and increasing student achievement. To that end an electronic Parent Portal allowing internet-based access to the District Student Information System has been established allowing the parents or persons acting as student parents the ability to access their student's school records from any electronic device with internet access. This policy is to establish the rules by which parents may become enrolled and the limitations on District liability for information obtained by parent access.

II. GENERAL STATEMENT OF POLICY

- A. Parent Portal access shall be granted to every parent or person acting as parent within the meaning of the Family Educational Rights and Privacy Act (FERPA) (hereinafter referred to as "parent") of a currently enrolled student who completes the portal registration process.
- B. Parent Portal access users shall complete an application and activation process.
- C. Training on Parent Portal access shall be recommended upon receiving a parent's first application.
- D. Enrolled students shall have access to the Student Portal for access to their own information.
- E. Parent Portal access for parents who have completed the registration and activation process shall continue for students who become eighteen during the school year to June 30th of that year, unless, the student who becomes eighteen during the school year requests in writing that access to that student's records be terminated for the parent.
- F. The District shall provide periodic training opportunities for parents.

III. USER GUIDELINES

- A. The Superintendent or designee shall promulgate a full list of user guidelines to be adhered to by all users of the Parent Portal.
- B. User guidelines shall include, but are not limited to, the following:
 - 1. Parents shall not share their passwords with anyone, including their children.
 - 2. Parents shall not set their Internet browser to automatically log into the Parent Portal.



3. Parents shall not attempt to alter, harm or destroy data of their own children, or of another user, school or the district network.
 4. Parents shall not use the Parent Portal for any illegal activity, including violation of data privacy laws and policies.
 5. Parents shall not access or attempt to access the data or account of any other student.
 6. Any suspected or detected security problems with the Parent Portal shall be reported by the parent immediately to the Minneapolis Public Schools Student Accounting Department without showing or demonstrating the problem to anyone else.
 7. Persons identified as a security risk to the Parent Portal or any other district computers or networks, will be denied access to the Parent Portal.
- C. It is the sole responsibility of the individual parent to secure the log- in information created by her or him.
- D. It is the sole responsibility of the individual parent to secure the password to be used by the parent for access to the Parent Portal.
- E. The District accepts no responsibility for access to or possession of data received through a shared, given, stolen or any other transfer of log-in information including passwords.

IV. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. Principals and site administrators shall inform parents of the students enrolled in their school of the opportunity to participate in the Parent Portal.
- C. Teachers shall keep information on the Parent Portal current within guidelines established by the Superintendent or Superintendent's designee.

Cross References:

MPS Policy 1040 (Data Practices Compliance)

MPS Policy 6415 (Instructional Use of Electronic Information Networks and Internet)

MPS Policy 6420 (Copyright)