

DAVENPORT COMMUNITY SCHOOL DISTRICT
Parent Assistant Acceptable Use Policy



Parent Assistant

Your Parent Assistant account will become active once we receive your signed copy (page 2) of the Acceptable Use Policy/User Guidelines, as outlined below. Please keep page 1 for your records.

1. Parents will have access to the following unofficial data about their child:
 - Attendance - Absent and/or late records by date or by class
 - Grades - (Marks/Grades screen will be turned off while grades are being posted)
 - Current Progress/Assignments – Current points earned, current grades and assignments
 - Demographic Information - Including the ability to submit changes to school personnel
 - Emergency Contacts - Including the ability to submit changes to school personnel
 - Fees - Fees due and fees paid (Online payments not available at this time)
 - Student Schedule
2. Parents will receive a login username and password and an instruction guide after they submit a signed Acceptable Use Policy/User Guidelines to the district. This will need to be picked up by a parent at Central High School.
3. Parents may change their password at any time when logging into Parent Assistant (under General Info>Demographics – scroll to bottom of screen).
4. In the event that a password is forgotten or disabled, a parent will need to contact Connie Lohf at Central High School at 323-9900 to reset the password.
5. Parents will not attempt to harm or destroy data of their own children, of another user, school, or district network or the Internet.
6. Parents will not use Parent Assistant for any illegal activity including violation of Data Privacy laws. Anyone found to be violating the laws would be subject to civil and/or criminal prosecution.
7. Parents will not access data or any account owned by another parent.
8. Parents who identify a security problem with Parent Assistant must notify school personnel immediately, without demonstrating the problem to anyone else.
9. Individuals who are identified as a security risk to Parent Assistant or any other DCSD computers or networks, will be denied access to Parent Assistant. User guidelines and system requirements are listed below. Please review them before returning this document. Only by signing and returning this agreement will you receive access to Parent Assistant for your child/children.
10. All data that is accessible on Parent Assistant is unofficial. This includes, but is not limited to: attendance, grades, current progress, demographics data, fees, and student schedule.
11. System recommendations for home computers to access Parent Assistant:
 - Internet connection - 56K modem speed or greater (Broadband recommended)
 - Browser - Internet Explorer (i.e. version 5.0 or higher) Windows
 - Adobe Acrobat Reader 6.0 or higher (<http://www.adobe.com>)
 - Hardware: Pentium II 400 MHZ / 128MB RAM or higher
12. Security features at Parent Assistant:
 - Remember to log out of Parent Assistant each time you finish a session. Your session will automatically expire if you leave your Parent Assistant web browser open and inactive for a period of time.
 - A district assigned username and password are required to logon to Parent Assistant. Parents will not share this password with anyone, and should not set their browsers to automatically login Parent Assistant or to remember their Parent Assistant passwords.
 - One Username & Password will be generated per household.

Parent Copy

**DAVENPORT COMMUNITY SCHOOL DISTRICT
PARENT ASSISTANT ACCEPTABLE USE POLICY**

The Davenport Community School District (DCSD) has launched Parent Assistant to further promote educational excellence and to enhance communication with parents. Parent Assistant allows parents to view their own child's unofficial school records anywhere, at any time an Internet connection is available. In response for the privilege of accessing DCSD Parent Assistant, every parent is expected to act in a responsible, ethical, and legal manner. Parents are required to adhere to the guidelines outlined. Thank you for your willingness to participate in the Parent Assistant program. Your input is valuable to us and we encourage you to contact us with your concerns and/or suggestions.

Please complete this form and return to Connie Lohf, Administrative Assistant in the Main Office at Central High School . Once this request has been processed, your username, password and a Parent Assistant Guide will be available to be picked up at Central High School by a parent.

Names/Grade/Date of Birth of your children enrolled in Davenport Community Schools:

<u>Name(s)</u>	<u>Grade</u>	<u>School</u>	<u>Date of Birth</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PARENT ASSISTANT USER INFORMATION

I have read the Parent Assistant Acceptable Use Policy, including the user guidelines, and I agree to abide by and support these rules. I understand that if I violate any term of this Acceptable Use Policy, that I may lose my privileges to use Parent Assistant and may be liable for civil and/or criminal consequences.

Parent Names: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____

E-mail (please print): _____

Signature: _____

Printed Name: _____

Date: _____

OFFICE USE ONLY:

Date Received: _____ PA Approved: _____ PA Denied: _____

School Copy