Section I: User Expectations

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. Kellyville Public Schools supports access by parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between parents/guardians, the student's teachers, and administration.

Kellyville Public Schools manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians with a secure connection over the Internet. All parents/guardians will comply with the Internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

Electronic Access to Student Information

Kellyville Public Schools uses a secure Internet site to enable electronic access to student information; enhancing communication between our parents/guardians, teachers, and administrators.

A) Rights and Responsibilities

This access is a free service offered to all current and active parents/guardians of Kellyville Public Schools. Access to student information from the Internet is a privilege, not a right. Only after a family has enrolled their child(ren) in Kellyville Public Schools will a parent/guardian be authorized to activate a web account. Once a student withdraws or graduates from Kellyville Public Schools their access will be inactivated. Parents/guardians and staff must understand and practice proper and ethical use.

B) Information Accuracy Responsibilities

Information accuracy is the joint responsibility between schools and parents/guardians. Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, they will notify their school immediately and provide proof of the inaccurate information.

C) Information Accessible

Kellyville Public Schools reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

- Attendance
- Class Schedule
- Progress Reports
- Periodic Assignments and Grades
- Report Cards
- Transcripts
- Assessment data and work in process
D) Electronic Web Access Agreement

In order to gain access you must be the legal guardian of a Kellyville Public Schools student(s.). Each parent/guardian must complete and sign a Parent/Guardian Agreement & Application Form. After verification of information on the form, the District will follow the process outlined in this procedure to establish an account.

A parent/guardian may download the Parent/Guardian Agreement & Application Form from the Kellyville District website: http://www.kellyvilleschools.org. The parent/guardian must mail the completed and signed form to: Kellyville Public Schools, Attn: Sherry Collins, P.O. Box 99, Kellyville, OK 74039. Within 10 business days, you will receive a 32-digit code. You will use this code to access the portal the first time. You will then be required to setup a username and password.

Note: The District will keep the completed and signed form on file.

E) Use of the System

Parents/guardians are required to adhere to the following guidelines:

1. Parents/guardians will act in a responsible, ethical and legal manner.
2. Parents/guardians will not attempt to harm or destroy the school or the district's data or networks.
3. Parents/guardians will not attempt to access Information or any account assigned to another user.
4. Parents/guardians will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws would be subject to Civil and/or Criminal prosecution.
5. Parents/guardians who identify a security problem within the Portal must notify their school immediately, without demonstrating the problem to anyone else.
6. Parents/guardians will not share their password with anyone, including their own child(ren).
7. Parents/guardians will not set their computer to automatically login to the Internet site.
8. Parents/guardians identified as a security risk will be denied access to the site.

F) Security Features

1. Access is made available with a secure Internet site.
   Note: Account holders are responsible for not sharing their passwords and for properly protecting or destroying any printed/electronic documentation generated from this site.
2. For security purposes, the Portal will be disabled after three unsuccessful logon attempts. If you have forgotten your username and/or password you will need to return to one of the respective school offices and present a photo ID to receive your username/password. The 32 digit code will not work after an account has been established.
3. The users will be automatically logged off if they leave their web browser open and inactive for a period of time.
4. The parent/guardian account will be inactivated when your child(ren) has/have either withdrawn or graduated from Kellyville Public Schools, or a court action denies the parent/guardian access to the student's information.
Section II: System Requirements and Support

A) System Requirements
The most current system requirements will be posted to the Kellyville Public Schools Web site: http://www.kellyvilleschools.org

B) Support
Support for issues concerning student information or procedures is available on the Kellyville Public Schools Web site: http://www.kellyvilleschools.org

NOTE: Kellyville Public Schools will not be responsible for providing internet access or support for your particular computer.

C) Limitation of School District Liability
- Kellyville Public Schools will use reasonable measures to protect student information from unauthorized viewing.
- The District will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet.
- The District does not promise any particular level or method of access to the Internet site for viewing student information.
- The District will not be responsible for actions taken by the parent/guardian that would cause compromise of their student information.
- The District reserves the right to limit or terminate the Internet site for viewing student information without notice.

Section III: Parent Portal Access and Use

A) Initial Account Request and Setup For Parents/Guardians new to the District:
1. When parent/guardians are enrolling their child(ren) in the District for the first time, the parent/guardians can complete the Parent/Guardian Agreement & Application Form at that time.
2. The parent/guardians only need to complete one Electronic Web Access Agreement form for all children in their household.
3. After the student is enrolled into the student information system, the parent/guardians requesting the account will be e-mailed or mailed an activation key. The activation key is used by the parent/guardians to create their secure account.

B) For Parents/Guardians who do not currently have an Internet access account but have a child already enrolled in the Kellyville Public Schools:
1. Each parent/guardian only needs to complete one Parent/Guardian Agreement & Application Form for all children in their household.
2. The parent requesting the account will be given an activation key. The activation key is used by the parent to create their secure account.
3. The District will keep the completed and signed application form on file.

C) Account Unlock Procedures
For security purposes, the Portal will be disabled after three unsuccessful logon attempts. If you have forgotten your username and/or password you will need to return to one of the respective school offices and present a photo ID to receive your username/password. The 32 digit code will not work after an account has been established.

Note: Depending on the volume of requests and District/School workload, this process could take 3 - 5 full school days, or longer during peak times.