

# CLINTON COMMUNITY SCHOOL DISTRICT

## Parent Portal User Guidelines

(please read before filling out Acceptable Use Policy)

- Parents/guardians will have access to the following UNOFFICIAL data about their child:
  - Attendance
  - Grades
  - Class assignments for current classes – updates will vary from class to class
- Parents/guardians will receive login information and instruction brochure after the signed Acceptable Use Policy form is completed.
- Parents/guardians will be issued a user name and initial password. The first time they log on to Parent Portal, they will be required to change their password for security reasons.
- Parents/guardians should not share this password with anyone and will not set their browsers to auto login to the Parent Portal.
- In the event that a password is disabled or forgotten and needs to be changed, please contact the Help Desk via email: [www.ccsdportal@clintonia.org](mailto:www.ccsdportal@clintonia.org)
- Parents/guardians will not attempt to harm or destroy data of their own children, of another user, school, or district network, or the Internet.
- Parents/guardians will not use the Portal 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.
- Parents/guardians will not access data or any account owned by another parent.
- Parents/guardians who identify a security problem with Parent Portal must notify the Technology Department of Clinton Schools – 563-243-9600, ext. 34 immediately, without demonstrating the problem to anyone else.
- Individuals who are identified as a security risk to the Parent Portal or any other CCSD computers or networks, will be denied access to the Parent Portal.
- All data that is accessible on the Parent Portal is UNOFFICIAL. This includes, but is not limited to, attendance, grades, and class assignments.

### Security features of Parent Portal are as follows:

- Three unsuccessful log-on attempts will disable the Parent Portal Account. In order to use Parent Portal again, you will need to contact the Help Desk to have their account reactivated.
- You will automatically log off if your Parent Portal web browser is open and inactive for a period of time.
- All attempts at logging onto the system are recorded and monitored. A full audit trail is tracked on sensitive data.

### FOLLOW THESE STEPS to sign up for a Parent Portal account:

- Review Parent Portal User Guidelines
- Fill out Parent Portal Acceptable Use Policy form (these forms available on CCSD website; CCSD Admin Center-1401 12<sup>th</sup> Avenue North; or your child's school)

### NEXT -- return your form in ONE of the following ways:

- FAX: 563-243-2415 – Attn: Parent Portal
- EMAIL: [www.ccsdportal@clintonia.org](mailto:www.ccsdportal@clintonia.org)
- MAIL or DROP OFF: Clinton Schools; 1401 12<sup>th</sup> Ave N; Clinton, IA 52732 – Attn: Parent Portal