



RIVER VALLEY SCHOOL DISTRICT

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Web-Based Parent Access to Student Records and Grades

"Family Access" is a program that permits parents access to their child's records and student information.

About Family Access

River Valley School District (RVSD) is offering "Family Access" to improve parent and school communications. The "Family Access" web-based service will allow parents/guardians to view the following information about their child:

- Student Information (address, phone, family)
- Attendance
- Gradebook
- Schedules
- Progress reports
- Assignments
- Emergency contact information
- Conduct reports
- Food Service balance and purchases

The River Valley School District (RVSD) reserves the right to add or remove any of the above functions from "Family Access" at any time it deems necessary.

Application

To begin using the "Family Access" program you will need to fill out the Application and Acceptable Use (Policy 745-Exhibit). Return the form to the school's main office. Only one form per family needs to be completed.

Passwords

After the application is processed, RVSD will provide the parents/guardians with a username and password to access the system. To safeguard this confidential information, it is imperative that the parents/guardians protect the password system designed to provide access to their student's information. For security purposes, the district will not provide this information to any person other than a legal parent or guardian of the child. Parents in blended families will each need to complete separate forms for their custodial children. Each parent will be granted access only to their custodial children. As part of additional security, please do not give your username and password to your children; this information should be kept in a safe place.

Security

RVSD's "Family Access" uses Secure Socket Layer encryption for data presented over the Internet. This is the same encryption tool used by many web sites that require secure personal data and that accept credit card numbers. The district is responsible for setting security and access to student records which is determined by district procedure. Every individual, whether a student, parent, or staff member, must be given a username and password and designated as a family member of that household which is linked to a student in order to have rights to the "Family Access" information.

Minimum Workstation Requirements

Because this is a web-based program, you may view "Family Access" confidentially from any computer that has Internet Access and can be best viewed using the following web browsers:

- Windows 98 or higher, IE 5.5 (or higher) Pentium Processor (or higher) 16mb RAM (or higher)
- Macintosh 8.1 or higher, IE 5.5 or Safari on OSX, Power PC Processor (or higher), 8mb RAM (or higher) w/Virtual Memory turned on.
- A resolution of 1024x768 is required.
- All system requirements are subject to change based on product upgrades and/or revisions.
- This system does not support beta versions of Operating Systems or Web Browsers.
- Please note that RVSD does not support off-site technology or software applications. For specific hardware or software problems, please consult your computer dealer or software vendor.

"Family Access" Use

Entrance to "Family Access" via our web portal is a privilege, not a right. Users of "Family Access" are required to adhere to the following guidelines:

1. Users will act in a responsible, legal, and ethical manner.
2. Users will not attempt to harm or destroy data, the school, or the district network.
3. Users will not attempt to access data or any other account owned by another user.
4. Users will not use "Family Access" for any illegal activity, including violation of Data Privacy Laws. Unauthorized access or release of student information is prohibited. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.
5. Users who identify a security problem with "Family Access" must notify RVSD's office immediately, without demonstrating the problem to someone else.
6. Users will not share their password with anyone. Each guardian will receive a separate password.
7. Users will not set their own computer to automatically log in to "Family Access."
8. Users identified as a security risk to RVSD's "Family Access" or the RVSD network will be denied access to "Family Access."

By logging into "Family Access," you are agreeing to the terms of this policy.

- Parents/Guardians (except those barred by court order) may have access to their child's grades, attendance, schedules, and other information as offered by the school's student management software.
- Any site containing the above information must require the parent/guardian to log in with a secure (using 128-bit encryption) username and password.
- Each user is responsible for their individual login information and should take all necessary precautions to prevent others from being able to use their account. This includes, but is not limited to, regularly changing the account password and not sharing the password with others, including your children. Some information may be published for guardians' use only. Students will receive their own personal access information.
- Building principals shall set guidelines for timely entry of grades, teacher notes, and attendance, and further require that the RVSD staff will follow these guidelines.

Disclaimer – Although extreme precautions and measures (both technical and procedural) have been implemented to prohibit unauthorized access to your child's information, RVSD, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the access it is providing. Furthermore, RVSD may not be held liable for:

- a. Any delays or interruptions in service of "Family Access."
- b. Unauthorized access to student information on "Family Access."
- c. For any damages a user suffers, including loss of data resulting from delays or service interruptions or by the user's error.

The Beginning of a New School Year

The start of a new school year is a very busy time for administrators, teachers and the support staff in our district. Our staff will need time to structure courses, enroll students, and prepare the student data in our system. Given this information, "Family Access" activation requests may also be delayed until enrollments are final and staffs have the opportunity to prepare grading data in the student information system.

Student Information

Student information (address, phone, emergency contacts) will be updated within the first several weeks of student registration. The high volume of changes during the beginning of the new school year may delay updates to this information. Please make changes to any incorrect information in writing, include your name and your child's name, and then drop your request off in your child's building.

Attendance

- High School: Absences are reported every period. Excuses are entered the same day.
- Middle School: Absences are reported every period. Excuses are entered the same day.
- Elementary Schools: Absences are reported twice daily. Excuses are entered the same day.

Please Note: The above guidelines apply to "typical" days. Attendance data may be posted later due to the nature of activities during days that have activities, field trips, or other functions due to the location of staff and access to computers.

Class Assignments

Class assignments and scores can be viewed through "Family Access" once teachers have posted them in their online gradebooks. Class assignments returned by their due date will be graded and the score posted no later than two weeks of their due date. Teachers may be responsible for grading over 150 students during a term and careful and responsible evaluation takes time. Therefore, your patience regarding this process is appreciated. Any concerns regarding an assignment and its evaluation progress should be directed to the course instructor.

Students' scores are an APPROXIMATE grade at a specific point in time. Other factors influence grades such as the value given to the assignment, course participation, professional judgment of the instructor, and the individual student progress. RVSD reserves the right to modify grades based on these and other issues relative to student performance in the classroom.

Schedules/Report Cards

Student schedules and unofficial report cards can be printed from "Family Access."

Data Concerns

Concerns about the data you find on "Family Access" should be addressed in the following order:

1. Discuss the issue or information with your child
2. Discuss the issue with the teacher either via email, phone, or personally. A staff directory can be found on our district's website at www.rvschools.org, click on the appropriate school, then click the "Staff" link.
3. Discuss the issue with the Administrator in your child's building.

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