

**SPEARFISH SCHOOL DISTRICT  
525 E. ILLINOIS  
SPEARFISH, SD 57783  
DISTRICT TECHNOLOGY OFFICE  
PHONE 605-717-1208 FAX 605-717-1233**

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**Dear Spearfish School District Parents,**

**We are inviting you, as parents, to join the Spearfish School District Parent Portal program. By joining this program, you will have instant, online, timely, secure and low cost access to school information about any of your children who attend Spearfish School District. Specifically, you will have online access to your child's attendance, tardy, discipline and transcript data. You will also have access to grading data for each class in which your child is enrolled, with assignments updated on a regular basis.**

**By implementing this new Parent Portal program, we hope to provide you with access to timely information while reducing the labor, paper and mailing costs historically associated with less frequent communications. We expect this initiative will be a win-win opportunity for parents and Spearfish School District, and we hope you will enroll in the program to get faster access to information while helping us reduce our costs!**

**Please review the information included with this mailing. Then, please complete the form at the bottom of the Parent Acceptable Use Policy and mail it back to us. We will promptly enroll you in the program and provide the Web address, a user name and a password to you. It's as simple as that!**

## **Spearfish School District Parent Portal User Guidelines and System Requirements**

Your Parent Portal account will become active as soon as we receive your signed copy of the Acceptable Use Policy/User Guidelines. The login information and instructions will arrive via U.S. mail, will be from Spearfish School District, and will be addressed to you, the parent. If you do not receive this letter within two weeks of the date you sent in your signed acceptable use policy, please contact the District Technology Office. Contact information is listed below.

1. Parents will have access to the following data about their child:
  - a. Attendance – updated daily
  - b. Discipline – updated as events occur
  - c. Transcripts – available for all past terms – updated each semester
  - d. Grades for current classes – updates will vary from class to class. Parents can expect that grades for an assignment will be posted one-two weeks after that assignment has been turned in. (Teachers will need adequate time to grade all of the student work and to post the scores.)
2. Parents will receive login information and instructions via U.S. Mail, after we receive your signed Acceptable Use Policy/User Guidelines.
3. Parents must change their password the first time they login to the Parent Portal.
4. Parents will not share this password with anyone and will not set their browsers to auto login to the Portal.
5. System recommendations for home computers to access the Parent Portal:
  - a. Internet connection – 56k modem speed or greater.
  - b. Browser – Internet Explorer5 (IE5.5) or higher, Mac or Windows.
  - c. A computer that can run the appropriate browser version (IE5.5 or greater).
  - d. A monitor with at least 800x600 resolution.
6. Security features of the Parent Portal:
  - a. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the Portal again, parents will need to contact the District Technology Office to have the account reactivated.
  - b. You will be automatically logged off if you leave the Parent Portal Web browser open and inactive for a period of time.
  - c. All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked on sensitive data.
7. District Technology Office contact information:
  - a. Telephone help with the District Technology Office is available from 8:00 a.m. to 3:30 p.m., school days. The phone number is 605-717-1208.
  - b. Should you require help outside of school hours, send an e-mail to [bdraine@spearfish.k12.sd.us](mailto:bdraine@spearfish.k12.sd.us) and expect an answer within 24 hours on school days. Please include your name, your user name, your telephone number and a brief description of the problem in your e-mail request for help.

# Spearfish School District Parent Portal Acceptable Use Policy

Spearfish School District has developed the Parent Portal as a means to further promote educational excellence and to enhance communication with parents. The Portal allows parents to view their own child's school records anywhere, any time. In response for the privilege of accessing the Spearfish School District Parent Portal, every parent is expected to act in a responsible, ethical and legal manner. The portal is available to every parent or guardian of a student enrolled in Spearfish School District. Parents are required to adhere to the following guidelines.

1. Parents will not share their passwords with anyone, including their children.
2. Parents will not attempt to harm or destroy data of their own children, of another user, school or district network, or the internet.
3. Parents will not use the Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to Civil and/or Criminal Prosecution.
4. Parents will not access data or any account owned by another parent.
5. Parents who identify a security problem with the Parent Portal must notify the District Technology Office immediately, without demonstrating the problem to anyone else.
6. Parents who are identified as a security risk to the Parent Portal or any other Spearfish School District computers or networks, will be denied access to the Parent Portal.

User guidelines and system requirements are enclosed. Please review them before signing and returning this document. Only by signing and returning the agreement will you receive access to the Parent Portal for your child.

Spearfish School District Technology  
525 E. Illinois  
Spearfish, SD 57783

**Return this form to the address above.**

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Names of your children in Spearfish School District


I have read the Parent Portal Acceptable Use Policy (including the User Guidelines enclosed) and I agree to abide by and support these rules. I understand that if I violate any terms of this Acceptable Use Policy that I may lose my privilege to use the Parent Portal, and may be liable for civil and/or criminal consequences.

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Parent/Guardian #1 Signature

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Parent/Guardian #2 Signature

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Parent/Guardian #1 Print Name

\_\_\_\_\_  
Parent/Guardian #2 Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
E-mail Address

Preferred user login name \_\_\_\_\_