

Amherst-Pelham Regional Schools PowerSchool Acceptable Use Policy

Access to your student's attendance, and eventually the student's grades through PowerSchool is being provided to you as another form of communication with teachers and administrators. More importantly, it is to help all of us in our efforts to support your student's education. Please read these guidelines carefully and fill out the "PowerSchool Public Portal Parent Access Request" form. Forms must be returned to staff in person and positive proof of identification is required. **Students will be given their own usernames/passwords. Do not share your username/password with your student.**

Please read the following Acceptable Use Guidelines:

1. Username and passwords are to be kept confidential. Sharing the username and/or password can result in termination of all privileges.
 - a. The district accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way becomes the possession of a person other than the parent/guardian.
 - b. In the event a username/password is compromised, the parent/guardian can contact the school to have the password changed.
 - c. If you forget your username and/or password, you will be required to fill out a written request form that can be obtained in the school office or downloaded from the school website.
2. Only **ONE** parent(s)/guardian(s) username and password will be issued per student when the signed parent(s)/guardian(s) agreement is returned to the school. It is your responsibility to determine which parent(s)/guardian(s) will be able to access records.

3. All technical concerns about PowerSchool should be addressed to:

High School: Kathy Wilkes by email at wilkesk@arps.org.

Middle School: George Fearn by email at fearng@arps.org

- a. The school district does not provide technical support for your home and/or work computer system.
 - b. Users must realize that email and other communications via the Internet are not guaranteed to be private.
4. All parent access to PowerSchool is monitored. The Parent Access Log lists date of login, time accessed, and duration of login (in minutes).
5. ***Schools may choose to limit the information shown during the initial rollout.***
6. You must adhere to the following protocol in the order listed before contacting any teacher about concerns regarding your student's progress and/or grades:
 - a. Speak with your student.
 - b. Have your student talk to his/her teacher for clarification.
 - c. Parent(s)/guardian(s) may send ONE email or call the teacher. You can expect a response by the end of the following school day.
 - e. Parent(s)/guardian(s) may request a meeting through the Guidance Department.

7. Every effort is made to keep the attendance information up to date, however due to the manual processing of excuse notes and phone calls, we ask you to be aware that information on the parent portal may not be updated for 24-48 hours after a note is submitted. Consequently, an excuse note that is submitted 2 days after an absence may not be entered until 72 hours after the absence occurred. Also, excused Tardy and Dismissal notes will not be recorded until the next school day. **Attendance concerns for the:**

High School should be addressed to Michaela Tarr by phone at (413) 362-1722 or by email to tarrm@arps.org.
Middle School should be addressed to the middle school office by phone at (413) 362-1800 or by email to dellamarcoj@arps.org

Terms of Use:

1. I understand that the school district is providing this access as a privilege. If I abuse the privilege in any way, as determined solely by the District, my account will be suspended and/or terminated.
2. I understand that the Amherst-Pelham Regional Schools is not liable for any damages to my personal equipment incurred when connected to the PowerSchool System.
3. In consideration of using the Amherst-Pelham Regional School District network and having access to my student's grades and attendance, I hereby release the Amherst-Pelham Regional School District and its officers, employees, and agents from any claims and damages relating in any way to my access to and use of the system.

Disclaimer: This system is provided only as an educational support for you and your child. The information provided by the PowerSchool Parent Portal is not an official record. For official student records contact your school. Neither this institution nor Pearson Education accepts any responsibility for information provided by this system and/or for any damages resulting from information provided by this system.

Amherst-Pelham Regional Schools

PowerSchool Public Portal Parent Access Request Form

* Please fill out this form completely.

By signing this agreement, you acknowledge that you have read and agree to comply with the PowerSchool Acceptable Use Policy.

I wish to be granted electronic access to my students' grades and attendance through the PowerSchool Public Portal. I have read the PowerSchool Acceptable Use Policy. I agree to adhere to these guidelines. I understand that any violation of these guidelines will result in suspension and/or termination of my access.

Student(s) Name (Print):

_____ Year of Graduation: _____

_____ Year of Graduation: _____

_____ Year of Graduation: _____

Parent Signature: _____ Date: _____

Parent Name (Print): _____

Staff Verification (initial): _____