

POLICY 311

APPENDIX B: POSTING AND RELEASE OF STUDENT INFORMATION Grades 9-12

In an effort to enhance communication with parents, guardians and students, ASD-S has initiated the PowerSchool Public Portal. This will allow parents, guardians and students to view current student attendance data, detailed course descriptions, school bulletins, and updates from the teacher in a secure online environment.

Student information that may be accessible by parents and students will include student assessment results, attendance, historical grades, school contact information and school-related events & notifications. You will only be able to view information for a student or students for whom you have been issued a Student Access ID and password by the School Administration.

Please note: While stringent security protocols are enforced to mitigate the risk of unintentionally exposing student information to the internet, any information hosted on websites or e-mailed has the potential to be viewed/accessed by other Internet users. Parents and students are advised to consider this possibility and strictly adhere to the *Acceptable Computer Use Policy* guidelines.

Please sign and return this form to the School Administration to indicate your wish to access your student's information in an online environment. Note: You will be provided the access codes and passwords if your name was listed as a contact on the information sheet returned earlier this school year.

I agree that my child's information be used for the above-described purpose.

I have read and understand the information above regarding the release of information about my child.

Parent/Guardian signature: _____ Please Print Name _____

Student(s) name(s): (You only need to complete one form, even if you have multiple students at the school)

The school will contact you directly to provide Access IDs and Passwords the week of September 21, 2018 (or before). Please **select one** of the following methods of receiving this information:

By email (specify email address):

By phone (specify number):

If you have questions about this initiative, please feel free to contact the school at 832-6024. For further information regarding the Department of Education's policy on internet usage, please refer to the Information and Communication Technologies Acceptable Computer Use Policy (Policy 311- <http://www.gnb.ca/0000/pol/e/311A.pdf>). The policy is posted on the Department of Education's website at <http://www.gnb.ca/0000/policies.asp>



PowerSchool Public Portal

Introduction & Purpose

The PowerSchool Public Portal is an online tool that enables parents and students to become informed and involved partners in Education. The Public Portal can keep you informed about what's happening at school, track your children's progress, and provide you with 24/7 online access to your children's teachers & classes.

The Public Portal gives Parents/Guardians the very latest student information such as:

- Attendance
- Student Schedules
- Assignments
- School bulletins
- Assignment criteria
- Grades & Assessments
- Teacher comments

Please Note: Parents/guardians and students agree and understand that the PowerSchool Public Portal is offered on a best effort basis. The District cannot troubleshoot home computer issues. Users are responsible for resolving any technical issues encountered when trying to access this system. However, if you experience any further problems with our PowerSchool system, please contact your School Administrator.

Single Sign-on Setup:

PowerSchool's Public Portal uses a single sign-on process for parents/guardians, which means you now have your own individual parent/guardian account, including your personal user name and password. Your child's school will provide you with a letter (one letter for each of your children) that contains the following information for your child:

- The Public Portal's internet address
- Step-by-step directions of how to create your parent account
- How to link children to your account using the Student Access ID & Password
- How to add a student to an existing parent/guardian account

Working with Student Access IDs & Passwords Create an Account

Follow these steps to create an account for the Parent Portal and Link your child(ren) to your account.

1. Enter the website address into your browser (e.g. Internet Explorer, Firefox etc.)

2. Click on **Create an Account**.

PLEASE NOTE: For your INITIAL login, it is very important to click **Create an Account**. The **Student Access ID and Access Password provided to you on the letter from your school is NOT your Username or Password to log into the Parent Portal**. You will create your own unique username and password following steps 5 and 6 below.

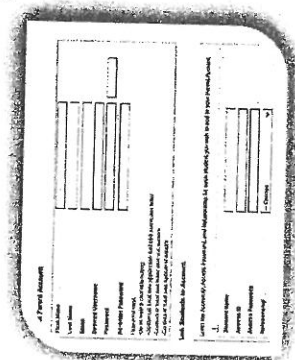
3. Enter your first and last name.

4. Enter your email address. This is the email address that all notices from the school are sent. **PLEASE NOTE:** You must enter a valid email address to create an account.

5. Enter a user name of your choice, which you will use each time you Sign-in to the Parent Portal.

6. Create a password, your password must include at least:

- A minimum of 8 characters
- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 special character; special characters are the keyboard characters not defined as letters, numerals or spaces. They include ~ | @ # \$ % ^ & * () _ + = { } [] \ | ; ' " < > , . ? /



7. Password tips:

- Do not write your password down
- Do not share your password with anyone.
- Do not use common words or information about you that can be easily obtained about you. This includes usernames, birthdates, license plates, telephone numbers, etc.

Linking Your Children to Your Parent Account

- Enter the name of your child exactly as it is printed on the letter from the school. Each child should be setup individually.
- Enter the **Student Access ID** for each child, as per the letter from the school.
- Enter the **Access Password** for each child, as per the letter from the school.
- Select your relationship to the child from the drop-down list.
- Select **Enter**. Parents or guardians who receive a letter from the school may choose to setup an account to monitor their children's attendance and progress.

