Adopted: December 21, 2009

Revised: March 19, 2018

INDEPENDENT SCHOOL DISTRICT NO. 1
AITKIN, MINNESOTA 56431

Campus Portal Acceptable Use and Safety Policy

General Statement of Policy

Aitkin Public Schools uses Campus SIS (Student Information System) to track students. Campus SIS has developed **Campus Portal**, a parent/student portal tool, to allow parents or students to view school records via the Internet. Aitkin Public Schools will provide currently enrolled students or the parents of currently enrolled students the privilege of access to the Campus Portal.

Aitkin Independent District #1 reserves the right to deny access to the Campus Portal due to court orders or any other legal proceedings that limit availability of private educational data.

Purpose

Aitkin Public Schools has opened the Campus Portal to enhance communication between Aitkin Public Schools and parents. Users of the Campus Portal will have access to the following information about their child(ren):

1. Personal Data
2. Attendance
3. Class Assignments and Grades
4. Health Immunizations

Aitkin Public Schools reserves the right to add or remove any of the above functions from the Campus Portal at any time.

Use of the Campus Portal

Access to the Campus Portal on the school district computer system is a privilege, not a right. Users of the Campus Portal are required to adhere to the following guidelines:

1. User will act in a responsible, ethical and legal manner.
2. User will not attempt to harm or destroy data of another user, the school or the district network.
3. User will not attempt to access data or any account owned by another user.

4. User will not use the Campus Portal for any illegal activity, including violation of Data Privacy laws. 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 the Campus Portal must notify Aitkin Public Schools District Office immediately, without demonstrating the problem to anyone else.
6. Users will not share their password with anyone.
7. Users will not set their computer to automatically login to the Campus Portal.
8. Users identified as a security risk to the Campus Portal or any other Aitkin ISD #1 computers or computer network will be denied access to the Campus Portal.

Concerns About Campus Portal Data

Technical issues should be directed to the portal Help Desk at:

parentportal@aitkin.k12.mn.us

Data issues should be addressed in the following order:

1. Discuss the issue with the student.
2. Discuss the issue with the teacher via email or personally. A staff directory can be found on the district web site.
3. Discuss the issue with the Administrator in your child's building.