



ORANGE TOWNSHIP PUBLIC SCHOOLS
Administration Building
Department of Technology
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Genesis Parent/Student Portal

The Orange School District supports access by parents/guardians, teachers, students and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/guardians and the student's teachers.

The Orange School District manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians and students with a secure connection over the Internet. All parents/guardians and students will comply with the Internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

A) Rights and Responsibilities

This service is offered to all current and active parents/guardians of students in the Orange School System. Access to student information from the Internet is a privilege, not a right. Only after a family has enrolled their child(ren) in the Orange School System will a parent/guardian be authorized to access the web account. Once a student withdraws or graduates from the Orange District their access will be inactivated. Parents/guardians, students, and staff must understand and practice proper and ethical use.

B) Information Accuracy Responsibilities

Information accuracy is the joint responsibility between schools, parents/guardians, and students. Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, parent/guardian will notify their school immediately and provide proof of the inaccurate information.

C) Information Accessible

The Orange School District reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

- 1) Attendance
- 2) Class Schedule
- 3) Report Cards
- 4) Transcripts
- 5) Student Demographics
- 6) Student Conduct

D) Parent/Student Portal Access Agreement

Each parent/guardian/student must complete and sign a Parent/Student Portal Access Agreement before viewing student information. A School Official or staff designee must witness the parent/guardian sign this form. The parent/guardian must provide a photo ID or alternate **legal** document prior to signing. If a parent/guardian cannot visit the school, the parent/guardian must have the form certified by a notary public and mail the completed and signed form with the notary public seal and current date to their child's school. The school will keep the completed and signed form in the cumulative record folder of each student.

E) Use of the System

Parents/guardians/students are required to adhere to the following guidelines:

- 1) Parents/guardians/students will act in a responsible, ethical and legal manner.
- 2) Parents/guardians/students will not attempt to harm or destroy the school or the district's data or networks.
- 3) Parents/guardians/students will not attempt to access Information or any account assigned to another user.
- 4) Parents/guardians/students will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws would be subject to Civil and/or Criminal prosecution.
- 5) Parents/guardians/students who identify a security problem within the Portal must notify their school immediately, without demonstrating the problem to anyone else.
- 6) Parents/guardians/students will not share their password with anyone, including their own child(ren).
- 7) Parents/guardians/students will not set their computer to automatically login to the Internet site.
- 8) Parents/guardians/students identified as a security risk will be denied access to the site.

F) Security Features

Note: Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed/electronic documentation generated from this site.

- 1) Three unsuccessful login attempts will disable the user's account. Until the school has verified the assigned user to the locked account, the account will remain locked. In order to use the account again the user will need to contact their child's school.
- 2) The users will be automatically logged off if they leave their web browser open and inactive for a period of 30 minutes.
- 4) The student's account will be inactivated when the student withdraws or graduates from the Orange School District

Section II: Limitation of School District Liability:

The Orange School District will use reasonable measures to protect student Information from unauthorized viewing. The District will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet. The District does not promise any particular level or method of access to the Internet site for viewing student Information. The District will not be responsible for actions taken by the parent/guardian or student that would cause compromise of their student Information. The District reserves the right to limit or terminate the Internet site for viewing student Information without notice. All parents/guardians of the Orange School District, by requesting an Internet site for viewing student Information account consent to electronic monitoring and understand that this is a private network used as an educational tool by the Orange School District employees and administrators. Account activity is electronically recorded.

Note Parents/guardians/students agree and understand that this service is offered as best effort. The District cannot troubleshoot home computer issues. Users are responsible for resolving any technical issues encountered when trying to access this system.*

Section III: Parent/Student Portal Access and use:

A) Initial Account Request and Setup

1) For Parents/Guardians/Students new to the District:

- a) When parent/guardians are enrolling their child (ren), the parent/guardians/student can complete the Parent/Student Portal Access Agreement for Viewing Student Information.
- b) The parent/guardians/student only need to complete one Parent/Student Portal Access Agreement form for all children in their household.
- c) For security reasons, all parent/guardians/student must sign the form in the presence of a school principal or designated staff.
- d) School will verify parent/guardians identification with official government identification.
- e) If the parent/guardian cannot visit the school, a notary public must witness the parent/guardian signing the form and use their public seal with a current date.
- f) After the student is enrolled into the student information system, the parent/guardians requesting the account will be e-mailed.
 - (1) Parent/Guardian email addresses will be used as logins.
 - (2) The email account is used by the schools to verify a person requesting an account unlock.

2) For Parents/Guardians/Student who do not currently have an Internet access account but have a child already enrolled

- a) Parent/guardian must visit the student's school to complete the Parent/Student Portal Access Form.
- b) Each parent/guardian/student only needs to complete one Parent/Student Portal Access Agreement form for all children in their household.
- c) For security reasons, all parent/guardians/student must sign the form in the presence of a school principal or designated staff.
- d) School will verify parent/guardians identification with official government identification.
- e) If the parent/guardian cannot visit the school, a notary public must witness the parent/guardian signing the form and use their public seal with a current date.
- f) After the student is enrolled into the student information system, the parent/guardians requesting the account will be e-mailed.
 - (1) Parent/Guardian email addresses will be used as logins.
 - (2) The email account is used by the schools to verify a person requesting an account unlock.

B) Account Unlock Procedures

- 1) Parents/Guardians or Students may request unlocking their account either by person or email.
 - a. Via Email –
 - 1. The requestor will be asked to verify the Email Address given to the person at the time the account was setup by the school administration.
 - b. In Person – The Parent/guardian or student will make the request to the secretary at the school.
 - c. For Schools - Once the school has confirmed the Parent/Guardian identification, they will request an account reset via an email to the Dept of Technology. The Technology staff will reply to the school's request by providing a new password via email.

Note: Depending on the volume of requests and District/School workload, this process could take 3 - 5 full school days or longer during peak times.

**Orange Township Public School
Parent/Student Portal Access Agreement**

I am requesting to review my student information on the Orange School Districts website. I understand that in the interest of security, the District reserves the right to change user passwords or deny access at anytime.

I agree to abide by the following guidelines:

- I agree that I will not share my password or allow anyone other than myself to use said password.
- I agree to protect any information printed or transferred to my computer, or destroy the documentation generated from this site.
- I understand that three unsuccessful logins will disable my account. If my account becomes locked I will contact the Attending School.

At the sole discretion of the District, the account may be unlocked, but I understand that it may take up to three school days to have my account unlocked.

Parent/Student Information

By my signature below, I have read and understood the terms of the Orange School District's Parent/Student Portal Acceptable Use and Safety Policy and agree to adhere to its terms.

Student Name

Student Signature

Email Address Parent/Guardian

Email Address Parent/Guardian

Parent/Guardian Name

Parent/Guardian Signature

Email Address Parent/Guardian

Email Address Parent/Guardian

A school official or staff designee must witness the student sign this form.

School witness

Date