

**Bellefonte Area School District**  
**Parent Portal User Guidelines and System Requirement**

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 addressed to the home of record in our database. The form will be from Bellefonte Area School District, and will be addressed to you, the parent. If you do not receive this mailing within two weeks of the date you sent in your signed acceptable use policy, please contact the appropriate school. Contact information is listed below.

- 1) Parents will have access to the following data about their child:
  - a) Attendance – updated daily
  - b) 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 will not share this password with anyone and will not set their browsers to auto login to the Parent Portal.
- 4) Access to the Parent Portal is a privilege and not a right.
- 5) If questions or concerns arise about your child’s grades or attendance please speak with your child first before contacting the teacher or the school district.
- 6) System recommendations for home computers to access the Parent Portal:
  - a) Internet connections – 56k modem speed or greater.
  - b) Internet Browser – Internet Explorer (IE5.5 or higher) or Firefox (2.0 or higher) for Mac, Windows, or Linux.
- 7) Security features of the Parent Portal:
  - a) Three unsuccessful login attempts will disable the Parent Portal account. In order to use the Parent Portal again, parents will need to contact the respective school to have their 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.

Bellefonte Area School District contact information:

Bellefonte Area High School Attn: High School Guidance 830 East Bishop Street Bellefonte, PA 16823 Phone: (814) 355-4833 x8520 Fax: (814) 357-2402	Bellefonte Area Middle School Attn: Middle School Guidance 100 North School Street Bellefonte, PA 16823 Phone: (814) 355-5466 x5006 Fax: (814) 353-2414
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Should you require help outside of school hours, send an email to [rknepp@basd.net](mailto:rknepp@basd.net) 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 email request.

**Bellefonte Area School District**  
**Parent Portal Acceptable Use Policy**

Bellefonte Area School District has developed the Parent Portal as a means to further promote educational excellence and to enhance communication with parents. The Parent Portal allows parents to view their own child's school records anywhere, any time. Use of the Parent Portal is a privilege and not a right. In response for the privilege of accessing the Bellefonte Area School District Parent Portal, every parent is expected to act in a responsible, ethical and legal manner. The Parent Portal is available to every parent or guardian of a student enrolled in the Bellefonte Area 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, or the school district network.
3. Parents will not use the Parent 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 consequences.
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 Bellefonte Area School District computers or networks, will be denied access to the Parent Portal.
7. Access to the Parent Portal is *a privilege and not a right*. Improper use, or abuse, by a user will result in termination of this privilege.

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.

Sign and return this form to the address below in its entirety.

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Name(s) and grade(s) of your children in the Bellefonte Area High School and/or Bellefonte Area Middle School

Name: \_\_\_\_\_ Grade: \_\_\_\_\_      Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_      Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read the Parent Portal Acceptable Use Policy (including the User's 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 the use the Parent Portal, and may be held liable for Civil and/or Criminal consequences.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Mailing City, State, Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

Mail, fax, or drop off, the form to your child's Guidance Office.

Note: If you have children in both schools only one form is required and it can be sent to either school.

If you have a child in elementary school, please send the form to the middle school.

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