

# PowerSchool ACCEPTABLE USE POLICY

FOR VIEWING STUDENT RECORDS USING THE INTERNET

**Wellington Exempted Village School District**

**Dear Wellington Exempted Village School District Parents and Students:**

The WEVSD utilizes the program “PowerSchool” to maintain grades and report student progress. We expect that PowerSchool will provide timely information for you to use as you work with your child and their teachers. To activate a PowerSchool account, please review and complete the following form and return the signed Acceptable Use Policy form back to your child’s school. Once we have received the signed form, we will activate your PowerSchool account, and e-mail the web address and access information to you. **(If you had an account last year it will still be active this school year)**. Once you activate your PowerSchool Account, you will have 24 hour access to student’s attendance, academic performance, current term schedule, unofficial transcript and discipline records at their School. WEVSD is providing parent access to PowerSchool as a means to further promote educational excellence and to enhance communications with parents and students. For the opportunity to access PowerSchool, every user is asked to act in a responsible, ethical and legal manner. PowerSchool is available to every student, parent and/or guardian of a student enrolled at WEVSD. Users are to adhere to the following guidelines:

1. I will not share my passwords with others.
2. It is my responsibility to keep the password secure.
3. I will not attempt to alter, harm or destroy data.
4. I will not use PowerSchool for any illegal activity, including violation of the Data Privacy law.
5. I will not access data or any accounts owned by another parent.
6. If I identify a security problem with PowerSchool, I will Notify WEVSD immediately.
7. I understand that if I am identified as a security risk to PowerSchool, my access will be denied.
8. By establishing and using my account for PowerSchool I agree by the terms of the WEVSD PowerSchool Acceptable Use Policy.

**NOTE: Accounts from previous years are still active. Please use your existing account(s) if you have one.**

Contact your child’s school office if you have any questions or problems with your current account.

If you do not have an account from last year, we will create a PowerSchool Account from the information returned on this form. You will be e-mailed an Access Key and Instructions from the information returned on the form).

A PowerSchool link is also located on our school website. Go to:  
<http://www.wellington.k12.oh.us> and follow the links for PowerSchool Access

# Wellington Exempted Village School District Parent Request Form for PowerSchool Access

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Student Name (PRINT CLEARLY)

Grade

Check one:

I have an active account already with no problems

I have an account already but need assistance accessing the account

I do not have an account

I/We agree to the terms of the PowerSchool Acceptable Use Policy.

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Parent or Guardian signature(s)

Date

**Complete below only if you need an account setup or need assistance with an existing account.**

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Parent or Guardian name(s) (PRINT CLEARLY)

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Parent/Guardian E-Mail Address (PRINT CLEARLY)

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Phone Number (optional)

\*\*\*\*\*Please return this form to your student's school to get setup for use.\*\*\*\*\*

\*\*\*\*\*If you have any questions please contact your child's school office.\*\*\*\*\*

9/6/16