



Parent Portal Acceptable Use Agreement

User Expectations

Montgomery County Public Schools (MCPS) manages student information electronically and will make records available for viewing to authorized parents/guardians through a secure connection over the Internet. Information that will be accessible to parents/guardians follows: attendance, grades and disciplinary records, and standardized test results(SOL).

Montgomery County Public Schools utilizes Star_Student, a web-based student demographic and information system for the management of student data. The Star_Student Parent Portal allows parents/guardians of our currently enrolled students to monitor their child's school information and progress by viewing attendance, grades, assignments, class schedules, disciplinary issues, and other student demographics online in a confidential and secure setting. E-mail hyperlinks within Parent Portal provides you with the means to easily contact the appropriate staff (teachers and administrators) at your child's school to gather additional information or address specific issues that might arise. Important announcements, events, and notices will be posted within Parent Portal.

Student information is available in real time for parents to view as soon as it is posted by school staff.

Montgomery County Public Schools reserves the right to add to or remove any of the above-mentioned features from Parent Portal. This powerful database and communication tool provides a means for school staff and parents to keep students on track for success in school. Montgomery County Public Schools will provide all parents/guardians of currently enrolled students the opportunity to access Parent Portal. Only parents of students enrolled in Montgomery County Public Schools with legal rights to their child's student records may receive a Parent Portal account. Montgomery County Public Schools reserves the right to deny or cease access to Parent Portal due to violation of the Parent Portal Acceptable Use Policy, court orders, or any other legal proceedings that limit the availability of private educational data.

Purpose

Montgomery County Public Schools provides access to the Parent Portal to increase and further enhance communication between the school district and parents/guardians. More immediate access to your child's student records will provide us with the means to work together to better address the instructional needs of our students and your child.

Use of Parent Portal

Access to Parent Portal on Montgomery County Public Schools' network is a privilege, not a right. Users of Parent Portal must adhere to the following guidelines:

1. To gain access to Parent Portal, all parents/guardians must complete Montgomery County Public Schools' Parent Portal Access Request Form. Please bring, fax or mail the form to one of your children's school offices.
2. All request forms must include a valid e-mail, which is required for communications between home and school regarding Parent Portal.
3. Users will be notified via e-mail when their accounts are set up and ready for use. Instructions will be provided within that e-mail. All requests will be sent ONLY to the registered email. If you change your email you must submit a new Request for Access form to your child's school.

4. Users will not share his/her username and/or password with anyone, not even their own child. If at any time you believe that another person has gained access to your account, please change your password immediately.
5. Users will not attempt to access data or another account for which they have no legal right to access.
6. Users will act in a responsible, legal, and ethical manner.
7. Users will not attempt to harm or destroy data that is stored in Star_Student or other school or district resources.
8. Users will not utilize Parent Portal for any illegal activity, including the violation of data privacy laws. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.
9. Users who identify a security problem with Parent Portal must notify the district's technology department immediately without demonstrating the problem to anyone else.
10. Users who identify a potential problem with the accuracy of the data contained within Parent Portal must report this to the school.
11. Users must not set their computer to automatically log in to Parent Portal because this will allow anyone who uses your computer to gain access to your child's student records.
12. Users identified as a security risk to Parent Portal or the Montgomery County Public Schools' network will be denied access to the parent portal.
13. Only parents/guardians of currently enrolled students are eligible to receive a Parent Portal account.

Parent Portal Security Features

1. Three unsuccessful login attempts will disable the user's Parent Portal account. Users may click on a link within Parent Portal to reset their passwords. If that does not work, users may contact the Montgomery County Public Schools' technology department.
2. Users will automatically be logged off, if the Parent Portal remains open and inactive for a period of time.

Technical Issues with the Parent Portal

Maintenance of the Parent Portal system will require the system to be shut down at various times.

The Montgomery County Public Schools is not responsible or liable for any technical issues related to your personal computer. Technical issues related to Parent Portal should be submitted directly to the Montgomery County Public Schools' Technology Department.

System Requirements

The Montgomery County Public Schools is not responsible for providing personal computers to parents/guardians for accessing Parent Portal. It is the responsibility of the parent/guardian to provide and maintain his/her personal computer for accessing this resource.