

**Dear Parents/Guardians:**

*Parent View* is Francis Tuttle Technology Center's progressive tool for improving communication between parents, students, and teachers, and is available to parents/guardians of actively-enrolled high school students. *Parent View* allows parents/guardians to go online, log in to our instructional Website, and access information about their students' academic progress. There is no cost for this service, but each family wanting such access must sign up for a family account. Each family will receive only ONE account login, but that account allows them to access information for each of their students that they have listed on their Parent Access Agreement Form.

Parents/guardians are encouraged to review assignment due dates as many instructors post that information ahead of time to allow students and parents enough time to plan ahead. Questions regarding grades and assignments should be directed to the student's instructor.

To participate in *Parent View*, parents/guardians must read and agree to the "Parent View Acceptable Use Policy," and then fill in and sign the "Parent Access Agreement Form." This form is then returned to the student's instructor. Only one form needs to be completed for all students in the family, and then one *Parent View* account will be created. The login information for the *Parent View* account is then e-mailed to the signing parent/guardian. Please allow 5 business days for processing to occur.

Thank you,

Dorothy Cady, Manager eLearning Services

# Parent View Acceptable Use Policy

Francis Tuttle Technology Center is using *Parent View* as a means to further promote educational excellence and to enhance communications with parents. *Parent View* allows parents to view their own child's academic progress anywhere, anytime via the Internet. To gain access to the system, parents are required to agree to the following guidelines:

- Parents **will not share their passwords** with anyone, including their children.
- Parents will not attempt to harm or destroy data of their own children, of another user, school or district network or the internet.
- Parents will not use Parent View for any illegal activity, including violation of Data Privacy laws.
- Parents will not access data or any account owned by another parent.
- Parents who identify a security problem with the Parent View must notify FT Technology Center immediately, without demonstrating the problem to anyone else.
- Parents who are identified as a security risk to the Parent View will be denied access.
- Parents will be responsible to remember their passwords. Resetting of passwords requiring intervention by school personnel will cost the parent \$2.00.

# Parent Access Agreement Form

Please print the name(s) of your student(s) at Francis Tuttle Technology Center. **A family only needs to complete one Parent Access Agreement Form for all students, not one per student.** A family will only receive **ONE** login for access to all of the students listed on this form.

By signing and returning the Parent Access Agreement Form, you will receive access to Parent View for your student(s) at Francis Tuttle Technology Center. Please complete and return the Parent Access Agreement Form to the student's instructors or mail to the attention of your student's instructor at:

## Francis Tuttle Technology Center

**Attn: Instructor Name**

**12777 N. Rockwell Ave**

**Oklahoma City, OK 73142**

### PARENT/GUARDIAN MUST COMPLETE AND SIGN

\_\_\_\_\_  
PRINT Primary Parent/Guardian Name & Colleague ID #

\_\_\_\_\_  
Primary Parent/Guardian E-mail Address

Other authorized account users (please print):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

List all students attending Francis Tuttle:

\_\_\_\_\_  
PRINT Student Name & Colleague ID #

\_\_\_\_\_  
PRINT Student Name & Colleague ID #

\_\_\_\_\_  
PRINT Student Name & Colleague ID #

\_\_\_\_\_  
PRINT Student Name & Colleague ID #

\_\_\_\_\_  
PRINT Student Name & Colleague ID #

I have read the Parent View Acceptable Use Policy and the User Guidelines and I agree to abide by and support these rules. I understand that if I violate any term(s) of this Acceptable Use Policy, I may lose my privilege to use Parent View and I may be liable for civil and/or criminal consequences.

\_\_\_\_\_  
Primary Parent's/Guardian's signature

\_\_\_\_\_  
Date

### FOR FRANCIS TUTTLE USE ONLY

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Notes/Comments:

## Security

This site has security measures in place to protect the loss, misuse and alteration of the information under our control. Our database server has a backup system to prevent loss of data. This website takes every precaution to protect our users' information. When users submit sensitive information via the website, your information is protected both online and off-line.

Only authorized employees have access to sensitive information online. Only employees who need the information to perform a specific function have access to students' personally identifiable information.

To help protect your account, please keep your password secure. We suggest that you pick a non-obvious password and one that mixes numbers and letters. In addition, we recommend that you do not divulge your password to anyone. Ultimately, you are responsible for maintaining the secrecy of your passwords and any account information.

Remember to log out of your Francis Tuttle registered user account and close your browser window whenever you leave your computer. This is to ensure that others cannot access your personal information, because your computer may be accessible to others or used in a shared setting such as a school computer lab, library or classroom. Francis Tuttle Technology Center's policy does not extend to anything that is inherent in the operation of the Internet, and therefore beyond Francis Tuttle's control, and is not to be applied in any manner contrary to applicable law or governmental regulation.