



Shawsheen Valley Regional Vocational Technical High School
100 Cook Street
Billerica, MA 01821
(978) 667-2111

Aspen Family Portal Acceptable Use Guidelines

To assist parents/guardians in monitoring their children's progress, enhance communication with parents and further promote educational excellence, Shawsheen Valley Technical High School (SVTHS) is pleased to provide access to student records through the Aspen Family Portal. With the Aspen Family Portal, parents/guardians have access to student attendance, discipline records, and grades. Parents/guardians can login anytime from anywhere they have a secure Internet connection and see current information about their children. Most importantly, the Aspen Family Portal makes parents/guardians partners in their children's education.

The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied.

1. **Privileges.** The online access to the information is a privilege, not a right, and inappropriate use will result in a cancellation of access to the Aspen Family Portal. Parents and Guardians will be expected to act in a responsible, ethical, and legal manner. The administration, staff or faculty of Shawsheen Valley Technical High School may request that the system administrator deny, revoke, or suspend a specific user account for any use deemed inappropriate.
2. **Services.** SVTHS makes no warranties of any kind, whether expressed or implied, for the service it is providing. SVTHS will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, and unauthorized third party access to your account, misdeliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Shawsheen Valley Technical High School specifically disclaims any responsibility for the accuracy of information obtained through its services.
3. **Security.** Parents will not share their password with anyone. Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator immediately by email message to parents@shawsheen.tec.ma.us. Never discuss the issue with other users. Never use another individual's account.

A. Security Features:

- i. Five unsuccessful log-in attempts will disable the Parent Portal account. In order to use the Web Portal again, parents will need to contact the Computer Services Department via email at parents@shawsheen.tec.ma.us to have the account reactivated from your registered email account.
- ii. You will be automatically logged off if you are **INACTIVE** for more than 30 minutes.
- iii. All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked on sensitive data.
- iv. If you encounter any problems with access to your account please contact the Computer Services Department at 978-671-3652 or via email to parents@shawsheen.tec.ma.us.

****Please note:** Shawsheen Valley Technical High School cannot provide any technical support other than help with login issues.

B. Security Expectations:

- i. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others. Anyone found to be violating laws will be subject to Civil and/or Criminal Prosecution.
- ii. You may not share your account information with unauthorized third parties, or leave the account open or unattended.
- iii. You will keep all accounts and passwords confidential and not accessible to unauthorized third parties.
- iv. You are responsible for making back-up copies of the documents critical to you.
- v. Any user identified as a security risk or having a history of misuse of other computer systems may be denied access to the Aspen Family Portal.
- vi. You must take precautions to prevent viruses and/or unauthorized access on your own equipment.
- vii. The downloading of copyrighted material is prohibited.
- viii. Your Aspen Family Portal is active as long as you have a child attending Shawsheen Valley Technical High School.
- ix. You are obligated to inform SVTHS of any custodial rights changes for any children you have attending SVTHS.

Shawsheen Valley Technical High School requires that you agree to these guidelines by signing the Aspen Family Portal Access Application Form before the district can provide you with an access account. Please read these guidelines carefully.