



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

D E P A R T M E N T O F
EDUCATION

Office of the Insular Superintendent

St. Thomas-St. John District
1834 Kongens Gade

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PowerSchool Parent Portal Acceptable Use Policy

PowerSchool will provide access to the child's schedule, grades, and attendance only to the authorized parent or guardian on record. Please read these guidelines carefully and sign the attached PowerSchool Parent Portal Acceptable Use Policy and return to your child's school. You will also be able to communicate via email with your child's teachers using this Parent Portal.

Please read the following Acceptable Use Guidelines for PowerSchool Parent Portal.

1. Username and passwords are to be kept confidential.
 - a. It is the responsibility of the parent or guardian to protect the security of the login or password for the Parent Portal. The St. Thomas-St. John School District will accept no responsibility in the event the username or password is shared, given, stolen, or in any other way, becomes the possession of a person other than the parent or guardian.
 - b. If a username or password is stolen or lost, the parent or guardian will have to go to the school in person and with identification to have the password changed.
 - c. The parent or guardian is responsible for reading and agreeing to the acceptable use policy, and signing the Parent or Guardian signature page.

This agreement must be delivered to the school **in person** to receive the web access ID information. **A signature page must be completed for each student.**
2. It is the responsibility of the parent or guardian to verify a child's correct information listed in PowerSchool and to notify the school if changes or corrections are necessary.
3. Only **one** username and password will be issued per student. Therefore, it is the responsibility of the authorized parent or guardian to determine who will be able to access records.
4. The St. Thomas-St. John School District does not provide technical support for your home or work computer system.
5. The District and schools will monitor parent use of the Parent Portal through a Parent Access Log which lists date of logins, time accessed, and duration of logins (in minutes).
6. Parents or guardians should remember that email and other communication over the Internet are not guaranteed to be private and are subject to state, federal and local law.



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7. You should adhere to the following procedures with questions concerning your child's grades or attendance.
 - a. Talk to your children about their grades and attendance.
 - b. The information on PowerSchool is subject to change. The information viewed is not the official Progress Report, Report Card or Student Transcript.
 - c. Parents may email teachers with questions concerning grades, but please do not send excessive emails. Remember your child's teachers have many other students that they teach.
 - d. The parent or guardian may request a meeting with the teacher but should request the meeting using the school's procedures for setting up meetings.
 - e. You will be able to check grades 24 hours a day, seven days a week based on server availability. Teachers should post their grades within approximately 7 school days of the date the assignment is due. Some assignments may take much longer to grade.
 - f. Attendance is taken once a day in the elementary schools and in each class period at the middle, junior and senior high schools. Attendance is updated as soon as the teacher enters it. If you have a question concerning attendance, please contact the Main Office at your child's school.

Disclaimer:

- 8. Please remember that the St. Thomas-St. John School District is providing this access as a service, and if it is abused, the account can be suspended or terminated. These terms are subject to revision at any time as the system changes.**
- 9. The St. Thomas-St. John School District is not liable for any damages to personal equipment when connected to the PowerSchool System.**
- 10. The system is provided only as a convenience. The data is the property of the St. Thomas-St. John School District and is available only to parents and students currently in attendance in our public schools. The information viewed on the PowerSchool Parent Portal is not an official record. For official student records, contact your child's school.**
- 11. Parents must release the VI Department of Education, the St. Thomas-St. John School District, its administrators and all other staff from any claims and damages from use or inability to use the system.**
- 12. Parents and guardians must read and sign the PowerSchool Parent Portal Acceptable Use Policy. Access is designed for the educational support of children's education.**