

# **PROGRESS BOOK ACCEPTABLE USE POLICY**

## **FOR VIEWING STUDENT RECORDS USING THE INTERNET**

### **Bright Local School District**

Dear Bright Local School District Parents:

Over the years, Bright Local School District has been using technology to improve methods of communication between the school and home as well as between the parent and child. We would like you to become even more aware of your child's progress at school by introducing "Progress Book."

Progress Book will provide you with the opportunity to go on-line and find information about your student's schedule, attendance record, academic performance, unofficial transcript and discipline record. We expect that Progress Book will provide timely information for you to use as you work with your child.

To activate a Progress Book account, please review and complete the following form. Mail the signed Acceptable Use Policy form back to school. Once we have received the signed form, we will activate your Progress Book account, and mail the Web address and Access information to you. Once you activate your Progress Book Account, you will have 24 hour access to your child's attendance, academic performance, current term schedule, unofficial transcript and discipline records at their School.

Bright Local School District is providing parent access to Progress Book as a means to further promote educational excellence and to enhance communications with parents. For the opportunity to access Progress Books, every parent is asked to act in a responsible, ethical and legal manner. Progress Book is available to every parent or guardian of a student enrolled at Bright Local School District. Parents 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 Progress Book 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 Progress Book, I will Notify BLS D immediately.
7. I understand that if I am identified as a security risk to Progress Book, my access will be denied.

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

By signing and returning the agreement you will receive access to Progress Book for your student(s) at BLS D (we will mail to you an Access Key and Instructions).



# Bright Local School District Parent Request Form

## Parent Request Form for the Progress Book.

We request access to our student grades via the internet.

\_\_\_\_\_  
Student Name (PRINT CLEARLY)

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Parent or Guardian name(s) (PRINT CLEARLY)

\_\_\_\_\_  
Home Phone number

\_\_\_\_\_  
Parent or Guardian signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

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Please send this form to:

Whiteoak Jr./Sr. High School  
44 North High Street, PO Box 297,  
Mowrystown, Ohio 45155

If you have any questions please contact the school at (937)442-2241.

A link will be located on our school website to access the grades.  
Go to: <http://www.brightlocalschools.com> Under Parent Links