

## Family Access Acceptable Use Procedure

Whitehouse Independent School District (WISD) has started using Family Access as a means to further promote educational excellence and to enhance communication with parents. The portal allows parents to view their own child's school records anywhere, anytime. For the privilege of accessing the Family Access, every parent is expected to act in a responsible, ethical, and legal manner. The portal is available to every parent or guardian of students enrolled in Whitehouse ISD Schools. Parents are required to adhere to the following guidelines:

1. Parents will not share their passwords with anyone, including their children.
2. Parents will not attempt to harm or destroy any data on any network.
3. Parents will not use the portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
4. Parents will not access data or any account owned by another parent or user.
5. Parents who identify a security problem with the Family Access must immediately notify the District by email at [mcfarlandn@whitehouseisd.org](mailto:mcfarlandn@whitehouseisd.org) . We ask that you do not discuss this problem with anyone else.
6. Whitehouse ISD reserves the right to refuse access to anyone that may be deemed a security risk.

Please review the User Guidelines and System Requirements before signing and returning the attached Acceptance Form. Only by signing and returning this form will you receive access to the Family Access System.

**Always remember to keep your username and password secure.**

System Requirements:

Internet Explorer version 5.5 or above with Windows 98/NT/2000 or XP. Mac users with 8.1 – 9.X must have IE 5.1.7 or above. Mac 10.3 or higher requires Safari 1.2 or above. No beta Browsers are supported and High Speed Internet access is strongly recommended for all access.

Your username will be your last name then period (.) and first name initial; for example, smith.j.

An email confirmation will be sent to the email address you provide on the following page; **please ensure that the email address is correct or you will not be able to gain access.** Use the email generated username and password the first time you log in. You will then be able to change your password. Select a personal and unique password – we suggest a seven character, alphanumeric password; for example, rover23.

You may record your username & password below for future reference:

\_\_\_\_\_  
Username:

\_\_\_\_\_  
Password:

**(Keep this page for your reference and return the next page.)**

# Acceptable Use Procedure Acceptance Form

Date: \_\_\_\_\_

**Please Print Legibly:**

Parent/Guardian

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Names and campuses of your children attending Whitehouse ISD:

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the Family Access Acceptable Use Procedure, including the User Guidelines and System Requirements and I agree to abide by and support these rules. I understand that if I violate any of the terms of this Acceptable Use Procedure, I may lose my privilege to use the Family Access and may be liable for civil and/or criminal consequences.

\_\_\_\_\_  
Parent/Guardian #1 Signature

\_\_\_\_\_  
Parent/Guardian #2 Signature

\_\_\_\_\_  
Parent/Guardian #1 Print Name

\_\_\_\_\_  
Parent/Guardian #2 Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Work Phone Number

\_\_\_\_\_  
Work Phone Number

**Make sure the email addresses provided below are accurate or you will not be able to access the system. Allow 72 hours for receipt of the email confirmation once you have returned this form and copy of your photo ID.**

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
E-mail Address

**Please return the completed form to the campus along with a copy of your Drivers License or Photo ID to the campus secretary.**

**If you have any questions, please call your campus office.**

<b>FOR OFFICE USE ONLY</b>	
Date Rcvd: _____	
Processed by: _____	Date: _____

Original: Campus  
Copy: Parent  
Copy: Administration

Revised 3/7/2012