



Sapphire Community Web Portal User Appearment The Pre-Emindra Spaper Community Met Portal User Appearment Plant Pre-Emindra Spaper Community Met Pours of Pours I repeat in Spare Sp

and rules governing the Potal including, but not limited to the District's Acceptable Lise Policy, copyrights, rights of polivare publishers, incesse agreements, and student rights of privary created by feders and states in price of privary created by feders and states like. District rules, policies and agreements, and Internet service provider agreements. In response for the privilege of accessing the Pine-Richtland School District Community Web Portal every parentipusted in a sepaceted to act in a responsible, ethical and liqual manner. Parents an

equirements:

1. Specific will not share their user identification, password(s) and Removal Identification Number

- (FIN) with anyone.

 2. Parents will not attempt to harm or destroy data of their own children, of another user, or school or district hashook.
- or district network.

 3. Parents will not use the Community Web Portal for any illegal activity, including the violation of data privacy lava. Anyone found to be violating laws may be subject to civil and/or criminal prosecution.
- be collected, maintained, used, disclosed, and re-disclosed in compliance with all privacy laws nuises, policies and orders.

 5. A parent who identifies a security problem(s) with the Portal must notify the Director of
- Technology's office immediately, without demonstrating, discussing, or sharing in any way the problem(s) to anyone either.

 6. Parents who are identified as a security risk to the Portal may be denied its use, and/or be disciplined on a case-by-case basis pursuant to the District's Acceptable Use Policy, and other

ial Information that will be posted on the Community Web Portal by the district:

- Homeroom Attendance
 Mid-term Progress Report
- Report Card
 Special district and building announcements

rmation that may be posted on the Community Web Portal by the district:

- Current Student Schedule
 Daily grades for current classes
- Homework Assignments
 ther Information:
- Security Features of the Community Web Portal
 If you leave the Community Web Portal Web Browser open and inactive for a time you will be automatically logged off.
- When you are ready to end your Community Web Portal session make sure you click to "Log Off" button.
 District Contact Information:
- name, your user id, your telephone number and a brief description of the problem in your e-mail request for help.

 b. You can also contact your building secretary for assistance.

will receive an email when your Community Web Dortal Lines account to ready for use. Be sure to k your spam filter if necessary.





Pine-Richland School District Parent Community Web Portal

- 1. Click this link to be directed to the Pine-Richland School District Community Web Portal.
- 2. Now that you are on the Community Web Portal Welcome page, click on **Create a Web Portal Account**, which is found on the lower left of your screen. See **Image 1** to the left.
- 3. You will then be redirected to the "Sapphire Community Web Portal User Agreement." See *Image 2* to the left. By clicking **Yes** at the bottom of the screen, you can continue to the next step.
- 4. Next, fill in the form with your family information and select a username, a unique password and security question. See the sample form below in *Image 3*.
- 5. Review and/or print the information. See *Image 4* below.
- You can logon in 3-5 days after you receive your pin.

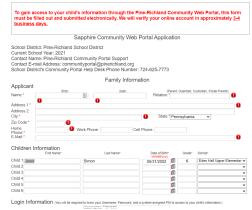


Image 3

