

# How Parents & Students Sign the Responsible Use Policy

1. Log into the **parent** PowerSchool portal:

<https://powerschool.needham.k12.ma.us/public/home.html>

2. On the navigation menu on the left side, click on **Update Information**.



3. You will need to click through the **Student Data Update** screens 4 times to get to the sign off. *This is a good opportunity to update any contact information as necessary.*

(bottom of page)

<b>Student Data Update</b>	→	Click <b>Submit</b> to continue.	<b>Submit</b>
<b>Parent / Guardian Contact 1&amp;2 Update</b>	→	Click <b>Submit</b> to continue.	<b>Submit</b>
<b>Parent / Guardian Contact 3&amp;4 Update</b>	→	Click <b>Submit</b> to continue.	<b>Submit</b>
<b>Emergency Contacts 1&amp;2 Update</b>	→	Click <b>Submit</b> to continue.	<b>Submit</b>

**Emergency Contacts - Not the same as Parent / Guardian**

4. When you get to the page that says **Parent/Guardian/Student Signatures**, you will see *Student Responsible Use of Digital Resources*, which you can scroll through to review the policy purpose, supervision, access, email, student responsibilities, consequences of violation, implementation, and legal references.

**Parent/Guardian/Student Signatures**

**Student Responsible Use of Digital Resources**

**Technology Resources Purpose**

Access to network resources, electronic communications, the Internet, database systems, computers and other information technology (IT) resources will be used in a manner consistent with the mission and values of the Needham Public Schools (NPS).

The purpose of our information technology resources is to help us communicate, collaborate, create, integrate, transfer, research, and apply knowledge; record, track, store, and develop quality educational materials in the pursuit of excellence in teaching and learning. Toward this end, the NPS provides a number of IT services to students. By accepting access to these services, students are charged with the responsibility to use them appropriately.

**Supervision and Monitoring**

Student Responsible Use of Digital Resources Parent/Guardian Signature

\* As the parent/guardian of [redacted] both [redacted] and I have read and agree that she will adhere to the terms of the Student Responsible Use of Digital Resources policy presented above. Checking the box and clicking the submit button indicates our signatures and agreement.

**Submit**

5. Please select the check box to agree to the terms and select **Submit**.

*\*Both students and guardians should be reviewing this policy to sign off.*

Student Responsible Use of

\* As the parent/guardian Use of Digital Resources po