

**Byram Intermediate School**  
**Genesis Parent Portal**  
**Acceptable Use Policy**

Access to your child's grades and attendance through Genesis Parent Portal is being provided to you as another form of communication with teachers and administrators. Please read this Acceptable Use Policy carefully and sign in the space provided on the Genesis Parent Portal Registration Form. The signed registration form must be returned to Byram Intermediate School, attention: Mrs. Maio, Main Office. All fields must be completed, including a valid email address, in order to be granted access to the Portal.

1. Parents are required to act in a responsible, ethical and legal manner.
2. User names and passwords are to be kept confidential.
3. Parents will not use the portal for any illegal activity including violation of Data Privacy laws.
4. Parents will not access data or any account owned by another parent.
5. Parents who identify a security problem with the Parent Portal must immediately notify the administration via the Main Office at 973-347-1047, ext. 2101, without demonstrating the problem to anyone else.
6. One user name and password will be issued per household.
7. It is the parent/guardian's responsibility to determine who will be able to access records. Logging into Parent Portal acknowledges that a parent/guardian is duly authorized to view the site. It also acknowledges that anyone other than an authorized parent or guardian of a child is prohibited from viewing or using this site.
8. All concerns about the system should be addressed to the administration via the Main Office at 973-347-1047, ext. 2101.
9. Although a parent/guardian will be able to check grades at any time of day, there may be times when the system is down due to planned maintenance or an unplanned outage. Please check the system again within 24 hours.
10. The school district does not provide support for home or work computer systems.
11. Grade concerns should be addressed to the specific teacher(s).

12. The frequency in which grades are posted will vary according to assignment. If the information is not available in the Parent Portal, contact the child's teacher for information regarding when the grade in question will be available.
13. Calculated course percentages and grades may seem low or high at the beginning of a marking period. Grade averages in the early part of a term can fluctuate greatly as assignments are graded. As more assignments are scored, the calculated grades will normally be closer to the final grade. Several missing assignments, projects or test grades may significantly affect the marking period grade. Please keep in mind that grades are not finalized until the end of the marking period.
14. In the event that a discrepancy is suspected in a student's grade, promptly notify the teacher to discuss the issue.
15. If you forget your user name and/or password, you may request this information by contacting the I.T. coordinator, Jeremy Slockbower at 973-347-1047, ext. 2111.
16. The use of Parent Portal is a privilege, not a right. Users shall not attempt to gain unauthorized access to the district system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. Inappropriate use will result in cancellation of a user's privilege.
17. The school district reserves the right to monitor, inspect, copy, review and store at any time, and without prior notice, any and all usage of the Genesis Parent Portal system and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district. No user shall have any expectation of privacy regarding such materials.
18. A valid and current e-mail address is a requirement for creating and maintaining your access to the Parent Portal. Users must notify the school district of any change in e-mail address that has been registered for account access to the Parent Portal.