

**Parent/Student  
TECHNOLOGY  
Handbook**

**for the  
Voluntown Public Schools**



**Policies, Regulations and Forms  
Governing the Use of Technology**

**Approved by the BOE on 11/9/23**

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## *LETTER FROM THE SUPERINTENDENT OF SCHOOLS*

Dear Parents/Guardians, Students and Staff:

The Voluntown Elementary School understands that technology is a critical tool in the pursuit of your child's education. We use technology to provide a deeper understanding in your child's educational environment while supporting and enhancing the development of a self-directed, lifelong learner. We hope this Technology Handbook will be a source of guidance as you partner in your child's education and safety. When District resources are paired with engaged parents and students, enhanced learning will occur.

To ensure the privacy and safety of our students, and to protect data and our resources, we ask that parents and students become familiar with the policies and regulations that have been established for our District. Our school's aim is to maintain an environment that promotes ethical conduct with the electronic resources we provide.

The *Parent/Student Technology Handbook* can be found on our school website ([www.voluntownct.org](http://www.voluntownct.org)). A hard copy of this publication can be requested from the school office.

Parents/guardians should review the handbook and sign the required "Device Loan Agreement / Acceptable Use Acknowledgement" provided in the K-8 Student-Parent Handbook annually.

If you have any questions or electronic issues, please contact the school office or the Technology Coordinator (Mike Creaturo - [mcreaturo@voluntownct.org](mailto:mcreaturo@voluntownct.org)).

Sincerely,

Adam S. Burrows - Superintendent of Schools

DSJ

Points of Contact:

Adam Burrows, Superintendent - [aburrows@voluntownct.org](mailto:aburrows@voluntownct.org)

Amy Suffoletto, Principal - [asuffoletto@voluntownct.org](mailto:asuffoletto@voluntownct.org)

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Mike Creaturo, Technology Coordinator - [mcreaturo@voluntownct.org](mailto:mcreaturo@voluntownct.org)

## TECHNOLOGY-RELATED POLICIES AND REGULATIONS LIST

**These policies can be accessed and viewed by typing in the policy number in the search box at the following CABE website:**

**<https://z2policy.cabe.org/cabe/browse/voluntown/welcome/root>**

1110.2	Parent Portal Acceptable Use and Safety Policy
1112	News Media Relations
1112.6	Videotaping of Staff/Students
3514	Authorized Use of School Equipment
3516	Safe and Secure School Facilities, Equipment, and Grounds
3517	Security of Buildings and Grounds
3520.1	Information Security Breach and Notification
3520.11	Electronic Information Security
3520.13	Student Data Protection and Privacy/Cloud-Based Issues
3543.11	Printing and Duplicating Copyrighted Material
3543.31	Electronic Communications Use and Retention
3543.311	Holds on the Destruction of Electronic and Paper Records
4118.5	Acceptable Computer Network Use
4118.51	Employee Use of Technology/Social Media
5131.11	Bus Cameras
5131.81	Cellular Phones/Electronic Communication Devices
5131.82	Restriction on Publications and Written or Electronic Material
5131.111	Video Surveillance
5131.913	Cyberbullying
6141.321	Computer-Telecommunications/Internet – Acceptable Use
6141.323	Internet Filtering
6141.324	Computers – Web Sites/Pages
6141.326	Internet/Computer Networks Use
6141.3271	Voice Assistant Devices
9321.2	Remote/Electronic Board of Education Meetings
9327	Electronic Mail Communications

**Electronic Devices**

**Cellular Phones/Electronic Communication Devices**

The Voluntown Board of Education (Board) recognizes the importance of technology in the educational setting. While cellular telephones and other wireless devices may serve as a form of technology, they may also pose a significant distraction to the learning environment if used without the direction of the teachers. There is a growing body of evidence that suggests student access to cell phones and other electronic communication devices may be detrimental to student emotional wellbeing and academic growth. Therefore, the use of electronic communication devices and other technology at school is a privilege, not a right.

Students are prohibited from using electronic communication devices, except as provided within this policy. An electronic device includes, but is not limited to, the following devices used for personal communication and entertainment: cell phone, smartphone, smart watches, video recording device, personal digital assistant (PDA), iPod, iPad, laptop computer, tablet computer or other similar electronic device.

During instructional time, from the official school start time to end of the day school dismissal, which includes class periods, lunch period (elementary schools), and other specified times as determined by administration, electronic communication devices must be kept powered-off and out-of-sight unless:

- a. Permission is granted by an administrator, teacher or school staff member;
- b. Use of the device is provided in a student’s Individualized Education Program (IEP) or 504 education plan; or
- c. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Parents should not expect to communicate directly with their children using their devices during designated school time. Parents who need to communicate with their child in the case of an emergency should call the school office and communicate with school personnel the nature of their emergency who will then communicate as appropriate with the student impacted by the emergency.

Phones and/or electronic communication devices, and accessories (i.e. earbuds, headphones, etc.), should remain concealed and be turned off unless in use pursuant to this policy. Such phones and other electronic communication devices may be used in compliance with the individual school’s guidelines for usage. This time of usage may include before/after school as well as during the student’s lunch time and in designated locations.

Electronic communication devices may never be used in any manner that disrupts the educational environment, violates students conduct rules or violates the rights of others. This includes but is not limited to the following:

- Using the device to take photographs in locker rooms or bathrooms;
- Cheating;
- Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting);
- Inappropriate use of cell phones and/or electronic communication devices at other school activities or events, on or off campus, outside of the school day.

Each school may establish further guidelines, in addition to District procedures, concerning the inappropriate use of cell phones/electronic devices if the violation of this policy does not also involve more serious disciplinary infractions. Cell phones/electronic devices are a privilege and not a right and may therefore be confiscated by a District administrator, teacher, paraprofessional, coach, or bus driver when a violation of District policy and/or procedures for such devices occurs.

The District is not responsible for the loss, theft or damage of any electronic device brought to school. If the device is confiscated for violation of District policy and/or procedures, the District, and its employees shall not be responsible for safekeeping, loss, or damage. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s device or account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Policy adopted: 10/09/03  
Revised: 04/11/19  
Reapproved: 08/11/22

VOLUNTOWN PUBLIC SCHOOLS

**Students**

**Cyberbullying**

The District’s computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and the District’s acceptable computer use policy and procedures.

Malicious use of the District’s computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuse of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school Principal, Director of Special Education or Technology Coordinator.

The administration shall investigate all reports of cyberbullying.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must violate publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

For districts participating in the Federal E-Rate Program:

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Policy adopted: 8/11/11  
Reapproved: 8/11/22

Voluntown Public Schools  
Voluntown, CT

**Instruction**

## **Computer/Telecommunications/Internet - Acceptable Use (Students)**

The school district believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet. The district will make every effort to protect students and teachers from any misuses or abuses as a result of experience with an electronic information service. It is therefore imperative that members of the school community conduct themselves in a responsible, decent, ethical, and polite manner while using any network. Further, they must abide by all local, state and federal laws.

### **Guidelines for General Use**

It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. Further, the school district recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing the following guidelines.

1. All use of the Internet, electronic services or any telecommunications network must be in support of educational objectives or research.
2. Any electronic mail accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account.
3. All communications and information accessible via a network should be assumed to be private.
4. Any use of the district's computing resources or networks for illegal or inappropriate purposes accessing materials that are objectionable in a public school environment, or supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Illegal activities shall be defined as a violation of the intended use of the service or network. Inappropriate use shall be defined as a violation of the intended use of the service or network. Objectionable is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials and textbook adoption.
5. Any use of telecommunication opportunities for commercial purposes, financial gain, product advertisement, political lobbying, or attempt to disrupt the use of the services by others, is prohibited.
6. The Board of Education has no control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.
7. Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services or district networks.

The Superintendent shall identify one administrator as the "District Internet Administrator" who will have responsibility for implementing this policy, establishing procedures, and supervising access privileges.

### **Guidelines for Student Use**

Student use of electronic services is considered to be a privilege. Students at the elementary level may use telecommunications or the Internet only when supervised by a teacher or teacher aide. Guidelines for the use of these electronic services by elementary students will be developed by the District Internet Administrator.

Students in grades who wish to use electronic services and networks that are available to them may do so provided that they:

1. Read and agree to the Acceptable Use Policy;
2. Sign "Internet Use Agreement" (contract);
3. Obtain the signature of one parent/guardian on the contract;
4. Have at least one teacher sign the contract form as a sponsor; and
5. Submit the completed contract to the designated person in each building.

Any parent or student who wishes to appeal any decision relative to Acceptable Use Policy should contact the District Internet Administrator.

Policy Adopted: 9/10/96

Voluntown Board of Education

Policy Revised: 8/9/12  
Reapproved: 08/11/22

Voluntown, Connecticut

**Policy 6141.326**

### **Instruction**

## **Internet/Computer Networks Use - Online Social Networking (Students)**

The Internet and electronic communications have vast potential to support curriculum and student learning. The Board of Education (Board) believes they should be used in school as a learning resource both in developing student literacy and providing on-going professional staff development activities. The Board realizes that existing and emerging smart technologies present new challenges to the educational community.

The purpose of this policy is to set forth policies and guidelines for access to the District's computer system and acceptable and safe use of Internet social networking tools/sites.

Electronic information research skills are fundamental to the preparation of citizens and future employees. Access to the District's computer system and the Internet enables students and staff to explore global resources while exchanging messages with people around the world. The District's computer system has a limited educational purpose, which includes its use for classroom activities, educational research and professional or career development activities.

Users are expected to use Internet access through the District system to further educational and personal goals consistent with the District's mission and school policies. The District's computer network is considered a limited forum enabling the restriction of speech for valid educational reasons. For safety purposes, the District employs both Internet filters and firewalls.

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless a District representative/teacher/staff member approves the posting. Social media websites are websites such as, but not limited to, Facebook, MySpace, You Tube, Flickr and Twitter.

The District will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment.

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 computer network and Internet access 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 and no user shall have any expectation of privacy regarding such materials.

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. This includes the transmittal of offensive or harassing messages; offering for sale or use any substance that the possession or use of which is prohibited by District policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
2. Uses that cause harm to others or damage to their property. This includes defamation (harming another's reputation by lies); employment of another's password or some other user identifier that misleads message recipients into believing that someone else is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participation in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet such as disclosure or sharing personal passwords with others; impersonation of another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Private information shall not be shared.

Policy adopted: 08/11/11

Reapproved: 08/11/22

Voluntown Board of Education  
Voluntown, Connecticut

## **NOTICE REGARDING ELECTRONIC MONITORING**



In accordance with the provisions of Connecticut General Statutes Section 31-48d, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so as the Board and/or the Administration deem appropriate in their discretion, consistent with the provisions set forth in this Notice.

"Electronic monitoring," as defined by Connecticut General Statutes Section 31-48d, means the collection of information on the Board's premises concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board's premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by the Board in its workplaces: Monitoring of e-mail and other components of the Board's computer systems, including monitoring of electronic devices such as PDAs, Smartphones, and mobile or handheld devices that access the computer systems, for compliance with the Board's policies and regulations concerning use of such systems.

Video and/or audio surveillance within school buildings (other than in restrooms, locker rooms, lounges and other areas designed for the health or personal comfort of employees or for the safeguarding of their possessions), on school grounds and on school buses and other vehicles providing transportation to students and/or employees of the school system.

Monitoring of employee usage of the school district's telephone systems.

The law also provides that, where electronic monitoring may produce evidence of misconduct, the Board may use electronic monitoring without any prior notice when the Board has reasonable grounds to believe employees are engaged in conduct that (i) violates the law, (ii) violates the legal rights of the Board or other employees, or (iii) creates a hostile work environment.

Questions about electronic monitoring in the workplace should be directed to the Superintendent.

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### **Video Surveillance Notification**

#### **Appendix 5131.111**

The Board of Education has authorized the use of electronic surveillance systems on school property and on school buses transporting students. They system will be used to monitor student behavior and building visitors in order to promote and maintain a safe and secure environment for all students and staff. Students and parents are hereby notified that the content of the surveillance system may be used in a student disciplinary proceeding. Surveillance content will be routinely erased on a periodic basis or be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

In addition, visitors to the school site should be aware that local law enforcement officials monitor the video surveillance.

### **Computer Use: Code of Ethics**

Based on the Board of Education Policy 6141.321 on Internet Usage, the following rules and code of ethics apply to Voluntown School computer users:

**.I recognize that all computer users have the same right to use the equipment; therefore,**

- I will not play games or use the computer resources for non-academic activities when others require the system for academic purposes.
- I will not waste nor take supplies such as paper, printer ribbons, and diskettes that are provided by the school system; and when I am in a computer lab, I will talk softly and work in ways that will not disturb other users.
- For utilizing District-provided Internet access, I must first have this permission and must be supervised by the professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

**II. I recognize that software is protected by copyright laws; therefore,**

- I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and
- I will not give, lend, or sell copies of software to others unless I have written permission of the copyright owner or the original software clearly identified as shareware or in the public domain.

**III. I recognize also that the work of all users is valuable; therefore,**

- I will protect the privacy of others' areas by not trying to learn their passwords:
- I will not copy, change, read, or use files in another user's area, without that user's prior permission;
- I will not attempt to gain unauthorized access to system programs or computer equipment;
- I will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means; and
- I will not download information onto diskettes if planning to store the information for more than one week.

**IV. Violations of the rules and code of ethics described above will be dealt with seriously. Violators will lose computer privileges.**

- The purpose of district-provided Internet access is to facilitate communications in support of research and education.
- To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Voluntown School District.
- Access is a privilege, not a right. Access entails responsibility.

## **CHROMEBOOK USE & CARE**

RECEIVING YOUR CHROMEBOOK: Parents/Guardians and students MUST read and sign the Voluntown Public School's Device Loan Agreement/Acceptable Use Acknowledgement before

the Chromebook can be issued to their child. Each Chromebook device assigned to a student is the property of the Voluntown Elementary School. Students are responsible for the general care of their device. Damaged devices or ones that are not operating properly must be given to the classroom teacher and examined by the Technology Coordinator for an evaluation/repair.

**TAKING CARE OF YOUR CHROMEBOOK:** Students should report any Chromebook issues to their classroom teachers.

#### GENERAL PRECAUTIONS

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Do not use special cleaners on the screen. Only use a clean soft cloth to wipe the screen.
- Vents cannot be covered.
- Transport Chromebooks with care.
- Students should never carry their Chromebooks while the screen is open.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Chromebook screens can be easily damaged and are sensitive to damage from excessive pressure on the screen. Whether the screen is open or closed, do not place anything on or near the Chromebook that could put pressure on the screen.

## Voluntown Public School

**Student and Parent Device Loan Agreement/Acceptable Use Acknowledgement:**

The assignment of this device is a significant responsibility for students and parents. It is expected that the device will show evidence of typical use; however, the student and parent are financially responsible for loss or damage due to neglect. This Agreement represents an outline of the:

**By signing this Agreement, students and parents/guardians agree to follow the Voluntown Acceptable Use Policies & Procedures located on the Voluntown Public Schools website: [www.voluntownct.org](http://www.voluntownct.org) and found within the Voluntown Public Schools Policies, Regulations and Forms Governing the Use of Technology Handbook via the website.**

## Student Responsibilities:

- I have agreed to follow the Voluntown Technology Acceptable Use Policy (AUP) and to all local, state, and federal laws. I understand that, per the AUP, a violation of any of these policies could result in loss of network privileges, loss of right to use the device, or appropriate discipline.
- I agree that use of Voluntown technology is a privilege, and I am responsible for the proper care of my Voluntown issued device. This means I will treat my Voluntown issued device with care by:
  - not dropping it,
  - not leaving it in places of extreme temperature, humidity, or limited ventilation for an extended period of time
  - not using it with food or drink nearby,
  - not writing or drawing on the device or applying any stickers or labels,
  - securing the device when it is out of sight. The device should not be left in a location where someone else might take it.
- I agree to apply the digital citizenship principles to my online activities and to report any concerns to my parents, teachers, and/or Voluntown staff members.
- I agree to avoid suspicious links (if applicable) and to refrain from replacing the manufacturer's operating system with custom software (i.e., "jailbreaking" the device).
- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email and/or network access.
- I agree that email (or any other computer communication media) should be used only for appropriate, legitimate, and responsible communication.
- I understand that Voluntown personnel can review devices and/or files at any time should an issue arise.
- I understand that unless otherwise instructed, the device is intended for use for school purposes.
- I understand that Voluntown School uses GoGuardian to monitor student use of devices at all times.
- I will not attempt to repair my Voluntown issued device, nor will I attempt to clean it with anything other than a soft cloth.
- I will report any problems with my Voluntown issued device to my teacher immediately.

- I will return my Voluntown issued device at any time and all of its accessories. I understand that failure to return my device at any point in acceptable condition may result in up to \$200 penalty for replacement.

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By signing below I acknowledge and agree to the above terms:

Student Name: \_\_\_\_\_ 5th-8<sup>th</sup>

Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

To be completed by VES Staff:

Provide: Chromebook \_\_\_\_\_ Charger \_\_\_\_\_

Serial Numbers and/or School ID Number: \_\_\_\_\_

Returned Satisfactory Condition? \_\_\_Yes \_\_\_No\_\_\_

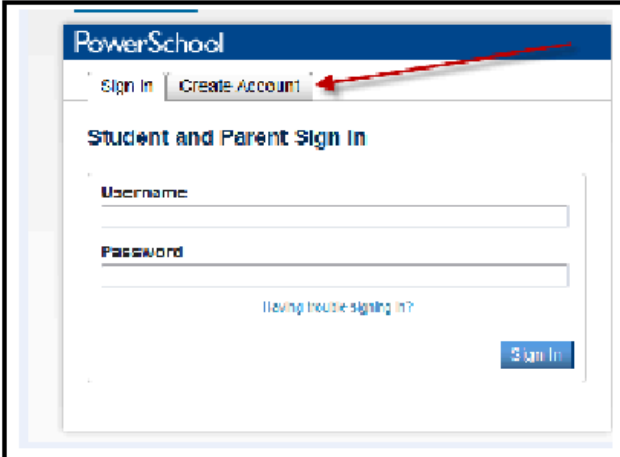


## Using SSO: PowerSchool Parent Portal

The PowerSchool Parent Portal now requires the creation of a single sign in (SSO) account for parents and guardians to view grades and attendance. Even if you have used the system in previous years for your student, you will still need to create a new UN and PW in accordance with SSO. This will become your UN and PW in moving forward when signing into the Parent Portal.

Please note that the use of SSO also now allows non-custodial parents or guardians to EACH have separate access to an account for their child or children. If you currently don't have an account, please contact the main office.

Access the Parent Portal from the Voluntown Elementary School website or [Parent Portal](#) or by using this URL:  
<https://voluntown.powerschool.com/public/>



### How to Create an Account

Parents and guardians need to create a parent/guardian account to access their student's PowerSchool information



Click Create Account

# How to Link Students to an Account

After you have created your new account, you may add a student to the account by following

**Create Parent Account**

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must  
-Be at least 6 characters long

**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

**1**

Student Name	<input type="text"/>
Access ID	<input type="text" value="parent user ID"/>
Access Password	<input type="text" value="parent user PW"/>
Relationship	<input type="text" value="-- Choose --"/>

**2**

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	<input type="text" value="-- Choose --"/>

Enter your information, such as first name, last name, email, etc.

Create a UN and PW that you will remember. You will use this to log in from here on out when using the Parent Portal. Other parent/guardians can also now create their own accounts.

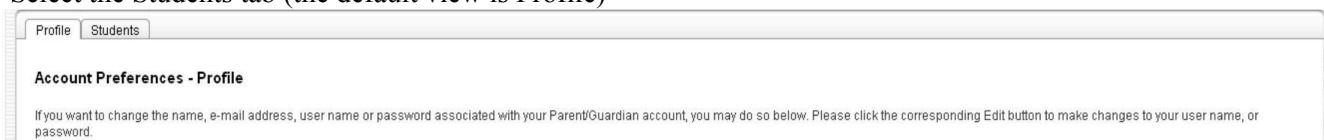
Fill in your Parent/Guardian UN and PW. You will find these login credentials in the letter sent home from your school or you can contact the school.

Please note that you are NOT entering your students ID and PW here. You will be entering yours, as given to you by the school. FYI: It is case sensitive.



## How to Add Additional Students to an Established Account

1. Log in to the Parent Portal using your personalized User Name and Password.
2. Click the *Account Preferences* icon on the far right of the page.
3. Select the Students tab (the default view is Profile)



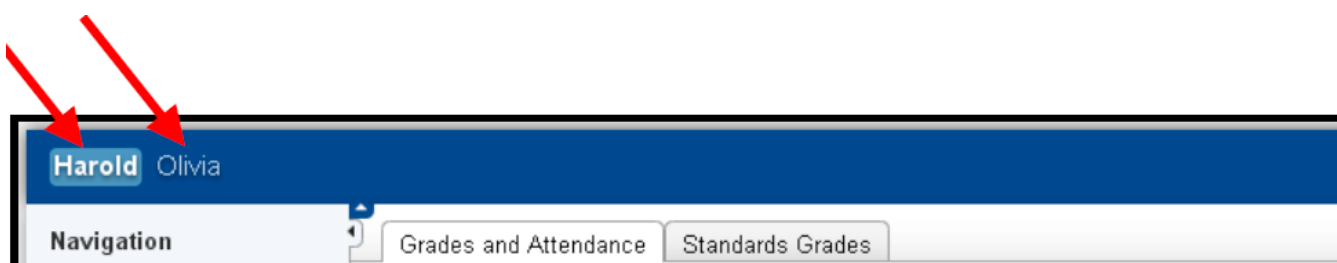
4. Click the

button and enter student's name, parent User Name & parent Password and relationship.

5. Click Submit.

## Navigating Between Two or More Student Records Using SSO

When a parent sets up Single Sign On for two students, this is what they see (reference the below print screen). Both student names are listed in the blue bar at the top of the page. The parent has to click on the name of the student to switch between the name of the student to switch between the students that are associated to the parent account as established in the Single Sign On process.



## **Additional Resources**

Additional Resources are available on our school website: [www.voluntownct.org](http://www.voluntownct.org)

The following can be found under:

Parents:

- Powerschool Parent Portal
- Social Services
- School Messenger
- Student Handbooks
- Parent Info
- Voice to Text
- Text to Speech
- How to Connect Chromebook to a Home Wireless Network

Students:

- Powerschool Student Portal
- IXL Math and Language Arts (LA)
- VES Technology
- Social Services
- STAR
- School Library
- Google Drive