



## Parent Portal

Dear Parents/Guardians,

The partnership between parents and teachers is a key component in the success of Byram Intermediate School. We are fortunate to have a talented and innovative staff coupled with a strong commitment from parents. In our ongoing effort to strengthen communication with parents, we are happy to announce the Parent Portal of the Genesis grading system.

After a successful trial period, the system will now be open to registered parents/guardians for the remainder of the school year with the start of the third marking period. The system will enable those registered to access students' grades, attendance, and other important information.

Keep in mind that this system will not replace face-to-face parent/teacher conferences, emails, announcements, or the many other forms of communication that provide valuable feedback about your students' educational experience. Instead, it is a supplemental way for busy families to track student progress.

Access to Parent Portal is completely secure and will be set up for individual families only. The information you will be permitted to access will be specific to your child(ren). Parents will also have the ease of access to the Parent Portal from the district website, [www.byramschools.org](http://www.byramschools.org) by choosing the link titled "Genesis Parent Portal."

To register for the Genesis Parent Portal, you must read the Acceptable Use Policy as well as complete and sign the registration form. Your completed registration form should be returned to your child's homeroom teacher by Friday, September 23, 2011. Please be sure your form is legible and complete or the administration will be unable to grant you access to the Portal.

Once we have received your completed form, the technology department will register your access in the system. At that time, you will be notified of your login and password information via the e-mail account that you registered, along with further instructions. As always, please keep your login information confidential to protect your child(ren)'s personal information.

If you have any questions or concerns regarding Parent Portal, please contact the administration via the main office at 973-347-1019 extension 2101. We look forward to the launch of this new method of communication.

Sincerely,

Joe Novak

Interim Principal

**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 in an effort to support your child's education. Please read this Acceptable Use Policy carefully and sign in the space provided on the attached Byram Intermediate School Genesis Parent Portal Registration Form. The signed registration form must be returned to your child's homeroom teacher. 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. Usernames 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 notify the administration via the main office immediately at 973-347-1019, without demonstrating the problem to anyone else.
6. One username and password will be issued per family.
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 973-347-1019.
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 username and/or password, you may request this information by phone. For security purposes you will need to come to the school to obtain your password.

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.

**Byram Intermediate School  
Genesis Parent Portal Registration Form**

I acknowledge that Byram Intermediate School makes no warranties of any kind, whether expressed or implied, for the service it is providing.

I release Byram Township School District from any liability or damages that may result from the use of Genesis Parent Portal. I accept full responsibility and liability for the results of my actions concerning the use of Genesis Parent Portal. In addition, I agree to hold Byram Township School District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from my access and use of Genesis Parent Portal.

I have read the Parent Portal Acceptable Use Policy. I agree to abide by and support these rules. I understand that if I violate any terms of this Acceptable Use Policy that I may lose my privilege to use the Parent Portal, and may be liable for civil and/or criminal consequences.

**Byram Genesis Parent Portal Registration Form**

Please fill in all blanks. (Please print legibly)

**Custodial Parent/Guardian**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

Mother's Maiden Name: \_\_\_\_\_

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

Mother's Maiden Name: \_\_\_\_\_

**Children Information:**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

## **Parent Portal Assignments & Turnaround Time**

**Tests** – 1 week from day administered

**Quizzes** – 1 week from day administered

**Daily Homework** – 1 week

**Collected Homework** – 1 week

**Essays** – 3 weeks from teacher assigned due date

**Lab Reports** – 3 weeks from teacher assigned due date

**Projects** – 3 weeks from teacher assigned due date