

TERMS OF USE & GUIDELINES

Wind & Tide's Parent Portal ("Parent Portal") is a tool for parents to access timely online and secure information about their children and class registration. Each parent or legal guardian can create his/her own user Access ID (user account) and password for the Parent Portal. By setting up a user account, parents/guardians agree to abide by and support the guidelines and user expectations set forth in this document, which may be updated from time to time without notice.

A) Rights and Responsibilities

This access is a free service offered to all parents/guardians of Wind & Tide students, whether current, past or prospective. Access to student information over the Internet is a privilege, not a right. Parents/guardians and staff must understand and practice proper and ethical use.

B) Information Accuracy Responsibility

Information accuracy is the joint responsibility of Wind & Tide administration, staff and parents/guardians. Each user agrees to: (a) provide true, accurate, current and complete information and (b) maintain and promptly update the information to keep it true, accurate, current and complete. If a parent/guardian or staff member discovers any inaccurate information, they will notify Wind & Tide Administration office as soon as possible.

C) Privacy Policy

Registration Data, Student Information and all other information contained within the Parent Portal is subject to Wind & Tide's [Privacy Policy](#).

D) Accessible Information

Wind & Tide reserves the right to discontinue the use of the Parent Portal at any time. Wind & Tide reserves the right to add, modify or delete functions viewed via the Parent Portal at any time without notice, including, but not limited to, the functions listed below:

- Student Information
- Class Information
- Payment Information

E) Use of Parent Portal

Parents/guardians are required to adhere to the following guidelines:

1. Parents/guardians agree to act in a responsible, ethical, and legal manner.
2. Parents/guardians will not attempt to harm or destroy Wind & Tide's data, or networks.
3. Parents/guardians will not attempt to access information concerning any students other than that of their own child(ren) or any account assigned to another person.
4. Parents/guardians will not use the Parent Portal or Wind & Tide's networks for any illegal activity, including, but not limited to violation of Federal and Provincial Data Privacy laws. Anyone found to be in violation of these laws will be subject to civil and/or criminal prosecution.
5. Parents/guardians who identify a security problem within the Parent Portal must notify their school immediately, without demonstrating the problem to anyone else.
6. Parents/guardians will not share their password or allow anyone other than themselves to use their Parent Portal

account, including their own child(ren).

7. Parents/guardians identified as a security risk will be denied access to the site.

F) Security Features

1. Access is made available through a secure Internet site. Account holders are responsible not to share their password and to properly protect or destroy any printed or electronic documentation generated from or about the Parent Portal site.
2. The users will be automatically logged off if they leave their web browser open and inactive for a period of time.
3. The parent/guardian account will be permanently deactivated if a court action denies the parent/guardian access to his/her child's information.

G) Security Features

Wind & Tide will use reasonable measures to protect student information from unauthorized viewing. WIND & TIDE WILL NOT BE LIABLE FOR UNAUTHORIZED USE OF WIND & TIDE'S PARENT PORTAL SYSTEM OR INTERNET. Wind & Tide does not promise any particular level or method of access to the Parent Portal for viewing student information. Wind & Tide will not be responsible for actions taken by parents/guardians or students that compromise their child(ren)'s Student Information. Wind & Tide reserves the right to limit or terminate the Parent Portal for viewing Student Information without notice. All parents/guardians who use the Parent Portal to access their child(ren)'s information consent to electronic monitoring and understand that they are granted access to a private network used as an administrative tool by Wind & Tide families and staff. Account activity is electronically recorded.

INITIAL ACCOUNT REQUEST AND SET UP

- While any individual may set up a Parent Portal user account, adding a child/student to a Parent Portal account may only be done by one legal guardian of the child.
- To link a secondary Parent Portal account to a child (example: for a spouse, other parent/guardian), authorization must be given by the legal guardian that originally added the child on the Parent Portal system.

SUPPORT

Parents/guardians should contact the Wind & Tide Administration office with any concerns regarding the use of the Parent Portal.

ACCEPTABLE USE

Parents/guardians agree to abide by the following guidelines when accessing the site:

1. Users shall not seek to learn or change or share other users' passwords, modify other users' files or data, or misrepresent other users of the network.
2. Users shall not intentionally disrupt the use of the network or devices attached to the network.
3. Users agree that hardware or software shall not be destroyed, modified, damaged or abused in any way.
4. Malicious use of the system to develop programs or computer viruses that harass other users, infiltrate a computer or computer system, damage the software components of a computer or computing system are prohibited.
5. Loading, transmitting, or intentionally receiving hate mail, harassing content and other antisocial content is prohibited on the system.