



## LAKE SHORE HIGH SCHOOL

22980 Thirteen Mile Road • St. Clair Shores, MI 48082

586.285.8900 fax 586.285.8904

[www.lakeshoreschools.org](http://www.lakeshoreschools.org)

Dear Parent or Guardian:

**Mr. Richard Bowers**  
Principal  
586.285.8905  
[rbowers@lspss.org](mailto:rbowers@lspss.org)

Lake Shore High School is excited to utilize one of the features available through our district's student information system called the PowerSchool Parent Portal. The portal provides parents with the privilege of accessing the student information records of their children through a secure Internet connection.

Access to your child's grades and attendance through the PowerSchool Parent Portal is provided to you as another form of communication with teachers and administrators with the goal of supporting your child's education. Please read these guidelines carefully.

Participating parents/guardians will be expected to act in a responsible, ethical, and legal manner, as well as to abide by and support the following guidelines:

**Mr. John Hartley**  
Assistant Principal  
Athletic Director  
586.285.8908  
[jhartley@lspss.org](mailto:jhartley@lspss.org)

**Mrs. Amanda McKay**  
Assistant Principal  
586.285.8909  
[amckay@lspss.org](mailto:amckay@lspss.org)

1. Keep your username and password confidential. Best practice is not to share your log-in information with your child as there is parent-specific information that should not be available to students. However, please share the grades and attendance data with your child to start a conversation about study habits and learning. Students will be given their own username and log-in to access the system.
2. By logging into the PowerSchool Parent Portal, you acknowledge that you are duly authorized to view the site. Users will 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. Currently parents/guardians of the same son and/or daughter must share a single username and password. This is not a feature that Lake Shore Public Schools can change. In the event that your login and/or password are misplaced, please call or go to the Lake Shore High School office. A picture ID will be required to receive a new login and/or password.
3. Parents who identify a security problem with the PowerSchool Parent Portal must notify their school office immediately.
4. Parents who are identified as a security risk to the Parent Portal or any other **Lake Shore Public School's** computers/networks will be denied access to the Portal.
5. Parents will not attempt to harm or destroy data of another user, school or district network, or the Internet. Anyone found to be violating Data Privacy laws will be subject to legal prosecution.
6. Grade concerns should first be addressed in a conversation with your child. A discussion can then be directed to the student's teacher by phone or email.
7. The way the due date of an assignment is displayed and the frequency of posted grades may vary from teacher to teacher. A due date could reflect the date the assignment was recorded in the grade book or the date the assignment was due. If the information is not available in the Class Description in the Parent Portal, contact your child's teacher.
8. **Lake Shore Public Schools** reserves the right to monitor, inspect, copy, review and store at any time, and without prior notice, any and all usage of the PowerSchool 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.
9. I release Lake Shore Public Schools from any and all liability for damages arising out of the unauthorized access to this account.

By signing, you “AGREE”, as a parent or guardian, you have read and agree with this policy and understand that access is designed for the educational support of your child’s education. Each parent or guardian and student in the household should sign this document.

*Each parent/guardian in the household should sign below:*

<b>Parent Name</b>	<b>Parent Name:</b>
<b>Parent Signature:</b>	<b>Parent Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Parent’s Email:</b>	<b>Parent’s Email:</b>

*Each Lake Shore High School student in the household should sign below:*

<b>Student Name:</b>	<b>Student Name:</b>
<b>Student Signature:</b>	<b>Student Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Student’s Email:</b>	<b>Student’s Email:</b>

<b>Student Name</b>	<b>Student Name:</b>
<b>Student Signature:</b>	<b>Student Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Student’s Email:</b>	<b>Student’s Email:</b>

**Please bring the above signed letter to one of our parent informational meetings on March 4<sup>th</sup> or 9<sup>th</sup> at 6:30 pm in the high school auditorium or to the main office between the hours of 7:30 am and 3:30 pm along with a valid identification. We will provide your username and password to you after we receive these signed documents and verify your identification.**