



**Greater Lowell Technical High School  
250 Pawtucket Blvd.  
Tyngsboro, MA 01879  
(978) 454-5411**

**Parent/Guardian Acceptable Use Policy/Login Application**

To assist parents/guardians in monitoring their children's progress, enhance communication with parents and further promote educational excellence, Greater Lowell Technical High School is pleased to provide access to student records through the X2 Aspen Family Portal. With the X2 Aspen Family Portal, parents/guardians have access to student attendance, discipline records, and grades. Parents/Guardians can login anytime from anywhere they have a secure Internet connection and see current information about their children. Most importantly, the X2 Aspen Family Portal makes parents/guardians partners in their children's education.

The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied.

1. **Privileges.** The online access to the information is a privilege, not a right, and inappropriate use will result in a cancellation of access to the X2 Aspen Family Portal. Parents/Guardians will be expected to act in a responsible, ethical, and legal manner. The administration, staff or faculty of Greater Lowell Technical High School may request that the system administrator deny, revoke, or suspend a specific user account for any use deemed inappropriate.
2. **Services.** Greater Lowell Technical High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. GLTHS will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, unauthorized third party access to your account, misdeliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Greater Lowell Technical High School specifically disclaims any responsibility for the accuracy of information obtained through its services.
3. **Security.** Parents/Guardians will not share their password or PIN number with anyone. Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator immediately by email message to [parents@gltech.org](mailto:parents@gltech.org). Never discuss the issue with other users. Never use another individual's account.

**-(OVER)-**

## Security features of the Family Portal:

- Three unsuccessful log-in attempts will disable the Family Portal account. In order to use the Web Portal again, parents will need to contact the Data and Enrollment department via email at [parents@gltech.org](mailto:parents@gltech.org) to have the account reactivated from your registered email account.
- You will be automatically logged off if you are **INACTIVE** for more that 20 minutes.
- All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked on sensitive data.
- If you encounter any problems with access to your account please contact the Data and Enrollment Department at 978-441-4942 or via email to [parents@gltech.org](mailto:parents@gltech.org).

**\*\*Please note:** Greater Lowell Technical High School cannot provide any technical support other than help with login issues.

## SECURITY

1. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others. Anyone found to be violating laws will be subject to Civil and/or Criminal Prosecution.
2. You may not share your account information with unauthorized third parties, or leave the account open or unattended. You will not set your account to auto login.
3. You will keep all accounts and passwords confidential and not accessible to unauthorized third parties. You will not allow your computer to remember passwords when using the X2 Aspen Family Portal.
4. You are responsible for making back-up copies of the documents critical to you.
5. Any user identified as a security risk or having a history of misuse of other computer systems may be denied access to the X2 Aspen Family Portal.
6. You must take precautions to prevent viruses and/or unauthorized access on your own equipment.
7. The downloading of copyrighted material is prohibited.
8. Your X2 Aspen Family Portal is active as long as you have a child attending Greater Lowell Technical High School.
9. You must have a valid contract for each child enrolled at Greater Lowell Technical High School.
10. You are obligated to inform Greater Lowell Technical High School of any changes your custodial rights of any children you have that attend Greater Lowell Technical High School.

Greater Lowell Technical High School requires that you agree to this contract before the district can provide you with an access account. Please read this contract carefully. When you agree to this contract's content, it becomes a legally binding contract.

# X2 Aspen Family Portal Acceptable Use Policy

Name of child attending GLTHS

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

I have read the Family Portal Acceptable Use Policy (including the User Guidelines) and I agree to abide by and support these rules. I understand that if I violate any terms of this Acceptable Use Policy I may lose my privilege to use the Family Portal, and may be liable for civil and/or criminal consequences. **Note:** An email address is required for a Family Portal account.

\_\_\_\_\_  
Parent/Guardian # 1 PRINT NAME

\_\_\_\_\_  
Parent/Guardian # 2 PRINT NAME

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address Parent/Guardian # 1

\_\_\_\_\_  
E-mail Address Parent/Guardian # 2

\_\_\_\_\_  
Telephone Parent/Guardian # 1

\_\_\_\_\_  
Telephone Parent/Guardian # 2

**\*\*Please note any other children that you have currently attending GLTHS on the lines provided.**

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(FOR SCHOOL USE ONLY)

\_\_\_\_\_  
Guidance Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Data and Enrollment  
Personnel

\_\_\_\_\_  
Date