

## TOTS Parent Portal Acceptable Use and Safety Policy

First Steps (the Kentucky Early intervention System) uses TOTS (Technology-assisted Observation and Teaming System) for child information management. TOTS has developed a parent portal to allow parents/guardians to view the records of their child/children via the Internet. Only parents or guardians of children enrolled in First Steps are allowed access to the Parent Portal. First Steps reserves the right to deny or cease access to the Parent Portal due to the abuse of the portal, court orders, or any other legal proceedings that limit the availability of private educational data.

### PURPOSE

Parents/guardians have the right to review their children's early intervention record. First Steps has opened the Parent Portal to enhance communication between the program and parents/guardians by making it easier to view the record from the convenience of a home computer. Using the Parent Portal does not take away from the right to view the early intervention record at the Point of Entry. This simply adds another way to view the information.

### USER EXPECTATIONS OF THE PARENT PORTAL

Access to the Parent Portal is a privilege, not a right. By activating the Parent Portal account and accessing the TOTS information, you agree to the acceptable use policy. Users of the Parent Portal are required to adhere to the following expectations.

- User will act in a responsible, legal, and ethical manner.
- User will not attempt to harm or destroy data.
- User will not attempt to access data or any other account owned by another user.
- User will not use the Parent Portal for any illegal activity, including violation of data privacy laws.
- Users who identify a security problem with the Parent Portal must notify the First Steps State Lead Agency immediately without demonstrating the problem to someone else
- Users will not share their password with anyone, including their own children.
- Users will not set their own computer to automatically login to the Parent Portal.
- Users identified as a security risk to the Parent Portal or will be denied access to the Parent Portal.
- No more than one logon can be created for each child.

### SYSTEM REQUIREMENTS

Minimum computer requirements

- Processor 486 running at 66MHZ; Pentium or later
- Windows Operating System: Windows 2000 or higher
- RAM: 256MB RAM or greater
- Disk space: 2 GB
- Internet Browser: Internet Explorer 6 or higher
- Internet Connection: High speed internet (Cable, DSL, T1, etc.)
- Monitor resolution set at a minimum of 800x600

#### To Access The Parent Portal:

Go to: <https://www.kytots.org/tots/parentlogon.aspx>

Click on "Registration" button to register and create a parent logon. Then logon at the above link using the newly created user name and password.

**By registering and logging on, you indicate that you have signed a Parent Agreement, and agree to abide by all points in this document.**