



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: SECURITY PROCEDURES FOR ACCESSING
ONLINE PROGRESS REPORTS AND SOAR FROM
HOME

NUMBER: BUL-709

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Planning, Assessment and Research

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ROUTING
Local District Administrators
Principals
SIS Coordinators
School Admin Assistants
Teachers

POLICY: This bulletin establishes the policy and procedures teachers are to follow when accessing the Online Progress Reports and the Student Online Assessment Reports (SOAR) to ensure that student demographic, progress marks, and SOAR results are kept secure and access to student data is provided to those with proper authorization.

MAJOR CHANGES: Previously Online Progress Reports could only be accessed from the school's intranet or from dial-up at home using a LAUSDnet access phone number. The Planning, Assessment and Research Division is finalizing security plans to allow access to Online Progress Reports and SOAR from home using any Internet Service Provider (ISP) including cable or DSL access in addition to the currently available access.

The Division will make every effort to allow this additional access beginning in mid-January 2004. However, due to the sensitive nature of the information the system contains, outside access will not be provided until the District can assure that the system meets reasonable confidentiality requirements commensurate with the risk of exposing a sensitive system to the Internet.

GUIDELINES: In order to maintain the security of all student data, teachers are to follow the procedures listed below:

I. ACCEPTABLE USE POLICY (AUP)

All Online Progress Report users must read and agree to the District's Acceptable Use Policy (AUP) by signing the online and hard copy of the AUP.

II. EMAIL ADDRESSES

Users must obtain a LAUSDnet email addresses. If users do not already have a LAUSDnet e-mail account they may obtain a LAUSDnet account by faxing an application for LAUSDnet – ONLINE PROGRESS REPORT CARD to (213) 241-8498. (See attachment.)



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III. PASSWORDS

Beginning in January 2004, teachers must change their access passwords every 180 days (6 months). Instructions are available on the ESIS website log-on menu and a short downloadable and / or printable PowerPoint training guide will also be available.

A. Passwords cannot be re-used and will need to meet certain specifications:

1. The password must have at least one number in the password that is a minimum of eight (8) characters in length (example: ABCDEFG1)
2. The same letter or number cannot be repeated more than twice.
3. If, after a new password has been established and the user has made (five) failed attempts to log-on, access will be blocked to that user for 6 hours unless they call ESIS to re-establish access.

Remember if 4 (four) unsuccessful attempts have been made, request that a new Online Progress Report password be sent via their LAUSDnet E-mail account before making a fifth attempt.

AUTHORITY: This is a policy of the District.

RELATED RESOURCES: Bulletin (BUL-339) – Elementary Progress Report Marking Practices & Procedures

Memorandum No. M-225: Dates for Required Progress Reports in Elementary Schools, 2003-2004.

ATTACHMENT A - Application for LAUSDnet account

ASSISTANCE: For assistance or further information for Online Progress Reports, please contact Elementary SIS Support at (213) 241-4617.

For assistance with SOAR, please call School Information Branch at (213) 241-2450.

