

A security certificate has now been attached to X2, which will allow us to securely access our data from outside the firewall. Administrators or teachers who want access to the X2 system from home must complete this form and return it to their supervisor. Upon review, applicants will be notified of the steps needed to access X2 from home.

STAFF MEMBERS DO NOT NEED TO COMPLETE THIS FORM AGAIN, IF THEY ALREADY HAVE AT HOME ACCESS

Full Name _____ School / Office _____

POSITION: Teacher Administrator/Principal

School Phone _____ School E-Mail _____

◆ Please review the following Massachusetts General Law sections applying to the acceptable use of school data

603 CMR 23.00: M.G.L. c. 71,34D,34F. 23.05: Privacy & Security of Student Records

- (1) The school principal or his/her designee shall be responsible for the privacy and security of all student records maintained in the school.
- (2) The superintendent of schools or his/her designee shall be responsible for the privacy and security of all student records that are not under the supervision of a school principal, for example, former students' transcripts stored in the school department's central administrative offices or student records of school-age children with special needs who have not been enrolled in a public school.
- (3) The principal and superintendent of schools shall insure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L., c.71, § 34H and are educated as to the importance of information privacy and confidentiality; and that any computerized systems employed are electronically secure.

Please INITIAL below:

_____ I understand that the data contained in X2 is STRICTLY confidential and should not be shared with anyone at ANY time. (This includes friends, members of my family, or students under my supervision.)

Staff members are expected to strictly adhere to all Acceptable Use Policies and any published updates to these policies.

These include but are not limited to:

1. NEVER logging into another user's account for any reason.
2. NEVER sharing or using the automatic save feature for your password. It is essential that you keep this secure.
3. NEVER altering data without permission.

Any violation of this policy will result in disciplinary action.

Applicant Signature _____ Date _____

By signing above, the staff member agrees to comply with all of the above sections of the Massachusetts General Law and Fall River Public School Policies. Policies are posted on our website at www.fallriverschools.org

Principal/Supervisor Signature: _____ Date _____

By signing above, the principal/supervisor is recommending that the above listed applicant has permission to log onto X2 from outside the district.

RETURN COMPLETED FORMS TO:

**Jan Nunes, SIMS Office, Hartwell Administration Building
or FAX to (508) 675-8418**

• Access is normally granted within 2 school days of receipt. Staff can attempt to log-in to X2 using the X2 at Home link using their normal user ID and password to check their status.

Questions • SIMS Office (508) 675-8402

Log-In

① Log-In to the Fall River X2 website by typing in one of the following addresses:

<http://www.fallriverschools.org/x2support.cfm>

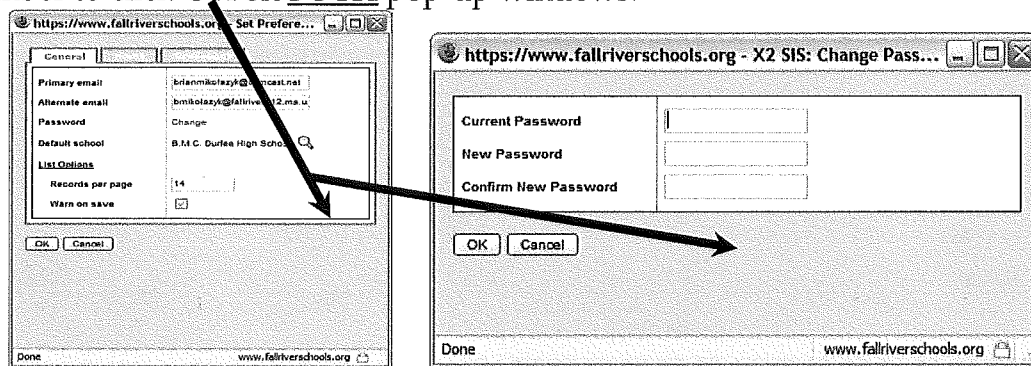
Choose the correct link for your location. IDs and passwords are case sensitive. Access from home is only granted after turning in an X2 @ Home Acceptable use form.

Change Your X2 Password

① Log-In to the Fall River X2 website

- Click the **Set Preferences** link, in the top right corner.
- Double-click the blue **Change** to open up the change password pop-up.
- Type in the current password, followed by the new password. (Passwords are case sensitive)

★ Remember to click **OK** on **BOTH** pop-up windows.



E-Mail

① Log-In to the e-mail system website by typing in one of the following address:

<portal.fallriverschools.org> IDs and passwords are case sensitive. You must enter the full e-mail for the ID

(ie. bsmith@fallriverschools.org). First time users can log-in using the temporary password of welcome. Please change your password immediately by clicking the Configuration side-tab.

• Per the direction of the superintendent, no staff member should log-in and use the X2 or e-mail account of any other staff member.

Staff who need an X2 account or e-mail account, should notify their principal or supervisor. For security reasons, accounts can only be requested by a supervisor of a staff member. This also applies to password issues.

BELIEVE
and we succeed