

Onteora Central School District
Onteora Central School District Acceptable Use Policy/User Guidelines for the
Infinite Campus Parent/Guardian Portal

Section I: User Expectations

The Internet and secure web access have changed the ways that confidential information may be obtained, communicated, and transferred by members of society. Those alterations are influencing teaching and student learning. The School Board supports access by parents/guardians, teachers, and administrators to informational resources that will advance participation in a child's education and strengthen communication between parents/guardians and the student's teacher(s). The Onteora Central School District manages student information electronically and will make student education records accessible for viewing only to authorized parents/guardians with a secure connection over the Internet. All eligible parents/guardians will comply with the District's Internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

Electronic Access to Student Information Regulation

Onteora Central School District uses a protected Internet site to allow electronic access to student information; enhancing communication between our parents/guardians, teachers, and administrators.

A) Rights and Responsibilities

Access to the Infinite Campus Parent Portal is a free service offered to all current and active parents/guardians of the Onteora Central School District. Once a student withdraws or graduates from the Onteora Central School District, their account will be inactivated. Access to student information from the Internet is a privilege, not a right. Parents/guardians must practice appropriate and ethical use.

B) Information Accuracy Responsibilities

Information accuracy is the joint responsibility between schools, parents/guardians, and students. Each school will make every attempt to ensure that information is accurate and complete. If parent/guardians notice any inaccurate information, they will alert their school immediately. They may be required to present proof of the inaccurate information.

C) Information Accessible

Onteora Central School District reserves the right to add, alter or remove functions viewed via the Infinite Campus Parent Portal at any time without notice, including, but not limited to, the functions listed below.

- Attendance
- Class Schedule
- Progress Reports
- Report Cards/Grades
- Health/Immunization Records

D) Electronic Web Access Eligibility

Each parent/guardian of students who are currently enrolled in grades k - 12 are eligible to apply for access to the Infinite Campus Parent Portal. A parent/guardian of the household must complete a *Census Verification Form* and sign an

Electronic Web Access Agreement for Viewing Student Information Form. After verification of the information on these forms, the school will establish a parent/guardian account.

E) Use of the System

Parents/guardians are required to adhere to the following guidelines:

- 1) Parents/guardians will act in a responsible, ethical and legal manner.
- 2) Parents/guardians will not attempt to harm or destroy the school or the district's data or networks.
- 3) Parents/guardians will not attempt to access an account assigned to another user.
- 4) Parents/guardians will not use the information on this portal for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.
- 5) Parents/guardians who identify a security problem within the portal must notify the Director of Technology or the District Superintendent immediately, without demonstrating the problem to anyone else.
- 6) Account holders are responsible for protecting their passwords. Parents/guardians will not share their password with anyone, including their own child/children.
- 7) Parents/guardians will not set their computer to automatically login to the Internet site.
- 8) Parents/guardians identified as a security risk will be denied access to the site.

F) Security Features

- 1) Access is made available with a secure Internet site.
- 2) Three unsuccessful login attempts will disable the user's account. Until the school has verified the assigned user to the locked account, the account will remain locked. In order to use the account again the user will need to email the district's Infinite Campus Help Line Manager.
- 3) Users will be automatically logged off if they leave their web browser open and inactive for a period of time.
- 4) The student's account will be deactivated when the student withdraws or graduates from Onteora Central School District.
- 5) The Parent/guardians account will be deactivated when they no longer have a child actively enrolled in the Onteora Central School District, or a court action denies the parent/guardian access to the student's information.

Section II: System Requirements and Support:

A) System Requirements

- 1) You may access the portal from any computer with Internet connectivity and an up to date browser.
- 2) The portal is best accessed from a PC computer with a Windows XP or newer platform. The company recommends Microsoft Internet Explorer 6.0 or higher for PCs and Mozilla Firefox for Macintosh computers. You will also need Adobe Acrobat Reader 7.0 or higher.

B) Parent Portal Help Desk

- 1) For portal assistance send an email to parentportalhelp@onteora.k12.ny.us. Include your name, username, and a description of the problem or your request. Please do not call the school district directly for telephone support. If you wish to be contacted by phone include your daytime phone number. Computer technical support is not available through the district Help Desk.

C) Limitation of School District Liability

This is a private network and is used as an educational tool by Onteora Central School District employees. User account activity is electronically recorded. The District reserves the right to limit or terminate the Internet site for viewing student information without notice. The Onteora Central School District will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet. The District will not be responsible for actions taken by the parent/guardian that would cause a breach in confidentiality of their child's information.

Section III: Parent Portal Access and use:

A) Initial Account Request and Setup

1) For Parents/Guardians new to the District:

- When parent/guardians are enrolling their child or children, the parent/guardians can complete the Electronic Web Access Agreement for Viewing Student Information. Each parent/guardian needs to complete one *Electronic Web Access Agreement for Viewing Student Information* form for all children in their household.
- After the student is enrolled into the student information system, the parent/guardians requesting the account will be provided by mail an activation key and "Person login ID".
 - (1) The activation key is used by the parent/guardians to create their secure account.
 - (2) The "Person Login ID" is used by the district to verify the identification of the person requesting an account to be unlocked.

2) For Parents/Guardians who have a child already enrolled:

- One parent/guardian needs to complete the *Census Update Verification Form* for their household.
- Each parent/guardian needs to sign one completed *Electronic Web Access Agreement for Viewing Student Information* form for all children in their household.
- The parent requesting the account will be given an activation key and "Person Login ID".
 - (1) The activation key is used by the parent to create their secure account.
 - (2) The "Person Login ID" is used by the district to verify the identification of the person requesting an account to be unlocked.

Note: Depending on the volume of requests and District/School workload, this process could take 2 weeks or longer during peak times.

Onteora Central School District

Electronic Web Access Agreement for Viewing Student Information
using the Onteora Central School District Infinite Campus Parent Portal

Parent Agreement

I am requesting access to my child/children's student information on the Onteora Central School District Infinite Campus Parent Portal website. I have read the *Onteora Central School District Acceptable Use Policy/User Guidelines for the Infinite Campus Parent Portal* located on the Onteora Bennett web site under Students Resources/Infinite Campus – Parent Portal and agree to follow and support the expectations.

I understand that for security purposes the District reserves the right to change user passwords or deny parent/guardian access at anytime. By signing this agreement I, as the parent/guardian, release the Onteora Central School District from any and all liability for damages arising out of the unauthorized access to my parent/guardian account. I agree that I will not share my password or permit anyone other than myself to use the account including my own child/children.

I understand that three unsuccessful logins will disable my account. If my account becomes locked I will email the district's Infinite Campus Help Line and request the account be unlocked. I will provide the "Personal Login ID" given to me at the time the account was created and answer questions to verify my identity. I recognize that it may take up to 5 schools days to have my account unlocked.

I have verified that the computer I will be using to access the Internet site for viewing student information meets or exceeds the minimum requirements as acknowledged in the user guidelines and that the school district is not responsible for helping with technical difficulties on my home computer.

List the names of your child/children currently enrolled in Onteora Central School District and residing at the address listed below. The information given on this form must match the enrollment information you provided on your Census Registration Form.

Mailing Address: _____

Physical Address: _____

Home Telephone Number: (____) _____ Cell Phone Number: (____) _____

Child's First and Last Name must be written as registered in the school's records. Please print clearly.

Child's First Name	Child's Last Name	School of Attendance/Grade Level

Please Print Parent/Guardian Name

Please Print Parent/Guardian Email Address

Parent/Guardian Signature

Date

Please Print Parent/Guardian Name

Please Print Parent/Guardian Email Address

Parent/Guardian Signature

Date