



## Caledonia Community Schools - Infinite Campus Parent Portal Form

(ICPPF) Electronic Web Access Agreement for Viewing Student Information Via Caledonia Community Schools Infinite Campus Parent/Student Portal



Information accuracy is the joint responsibility between schools, parents/guardians, and students.

I am requesting to review my child(ren)'s student information via the Caledonia Community Schools Internet website's Infinite Campus Parent/Student Portal. I have read the Caledonia Community Schools User Expectations and Computer Requirements for the Infinite Campus Parent/Student Portal and agree to abide by and support the expectations. I understand, for the interest of security, the District reserves the right to change user passwords or deny access at anytime. By signing this agreement, I, as parent/guardian, release the Caledonia Community School 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 allow anyone other than myself to use the account including my own child(ren).

I agree to protect any information printed or transferred to my computer, or destroy the documentation generated from this site.

I understand that three unsuccessful logins will disable my account. If my account becomes locked I will contact my child's school and request the account to be unlocked. I will provide the "Personal Login ID" given to me at the time the account was created and answer any questions to verify my identity. In the sole discretion of the District, the account may be unlocked, but I understand that it may take up to three to five school days to have my account unlocked.

I have checked that the computer I will be using to access the Internet site for viewing student information meets or exceeds the minimum requirements as identified on the Caledonia Community School web site.

I acknowledge that due the COPPA (Children's Online Privacy Protection Act) parental consent is required for all children under 13 before any commercial website or online service can collect, use, or disclose personal information regarding student online. For full documentation regarding my rights as a parent regarding COPPA can be found at <http://www2.caledonia.k12.mi.us/coppa.pdf>

**SECTION 1: User Expectations** The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. The School Board supports access by students, parents/guardians, teachers and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/guardians and the student's teachers.

Caledonia Community Schools manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians and students with a secure connection over the Internet. All parents/guardians and students will comply with the Internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

### **Electronic Access to Student Information Regulation**

Caledonia Community Schools use a secure Internet site to enable electronic access to student information; enhancing communication between our parents/guardians, students, teachers, principals, and administrators.

#### **A. Rights and Responsibilities**

This access is a free service offered to all current and active parents/guardians and students of the Caledonia Community Schools. Access to student information from the Internet is a *privilege, not a right*. Only after a family has enrolled their child(ren) in Caledonia Community Schools will a parent/guardian and/or student be authorized to activate a web account. Once a student withdraws or graduates from Caledonia Community Schools their access will be inactivated. Parents/guardians, students, and staff must understand and practice proper and ethical use.

#### **B. Information Accuracy Responsibilities**

Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, they will notify their school immediately and provide proof of the inaccurate information.

#### **C. Information Accessible**

Caledonia Community Schools reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the following functions: attendance, class schedule, report cards, transcripts, student demographics, course requests, emergency information, immunizations and assessment data and work in process. Students from grades six to twelve may request a secure account. A student will only have access to his/her own student information.

#### **D. Electronic Web Access Agreement**

Each parent/guardian must complete and sign an Electronic Web Access Agreement for Viewing Student Information Form. *Parents will only need one login for all children/all schools. Parents that are also CCS employees will use their CCS login.* The school that the application was submitted in will keep the completed form on file.

#### **E. Use of the System**

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

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



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## F. Security Features

1. Access is made available with a secure Internet site. Note: Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed electronic documentation generated from this 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 contact their child's school.
3. The 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 inactivated when the student withdraws or graduates from Caledonia Community Schools.
5. The Parent/Guardian account will be inactivated when all their child(ren) have either withdrawn or graduated from Caledonia Community Schools, or a court action denies the parent/guardian access to the student's information. Section 2: System Requirements and Support:

## A. System Requirements

1. The most current system requirements will be posted to the Caledonia Community School's Infinite Campus Web Site: **\*Internet Access**—A minimum dial-up modem speed of 56kbs, a slower connection will work but not as well.

\*A **Computer** with a processor speed of 500 Mhz or better (Mac or PC)

. A **Web Browser**—we suggest Microsoft Internet Explorer 5.0 or better

. **Adobe Reader**—This is a free document reader available for download on the web at:

<http://adobe.com/products/acrobat/readstep2.html> \***JAVA 1.4.2** (only CCS Teachers will need this on their home computers to use in accessing their gradebooks.) JAVA is available free online for downloading at <http://java.cun.com/j2se/1.4.2/download.html>

## B. Support

1. Telephone support for issues concerning student information or procedures is available by contacting your school representative. HS—Mary Durkee 891-7011 [durkeem@calschools.org](mailto:durkeem@calschools.org) KMMS—Stacey Kelly 891-8649 [kellys@calschools.org](mailto:kellys@calschools.org) & DLMS—Carole Forton 891-1380 [fortonc@calschools.org](mailto:fortonc@calschools.org)

## C. Limitation of School District Liability

Caledonia Community Schools 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 does not promise any particular level or method of access to the Internet site for viewing student information. The District will not be responsible for actions taken by the parent/guardian or student that would cause compromise of their student information without notice. All parents/guardians and students using the District network by requesting an Internet site for viewing student information account consent to electronic monitoring and understand that this is a private network used as an educational tool by Caledonia Community Schools employees, parents and students. Account activity is electronically recorded. Section 3: Parent Portal Access and Use:

### A. Initial Account Request and Setup

1. For **Parents/Guardians new to the District:** a) When parent/guardians are enrolling their child(ren), the parent/guardians can complete the Electronic Web Access Agreement for Viewing

Student Information. b) The parent/guardians only need to complete **one** Electronic Web Access Agreement form from **all children in their household**. c) After the student is enrolled into the student information system, the parent/guardians requesting the account will be emailed or mailed an

activation key and "personal login ID".

(1) The activation key is used by the parent/guardians to create their secure

~~(2) The~~ "personal login ID" is used by the schools to verify a person requesting an account unlock.

(3) The school building the "ICPPF" was initially filled out in will keep the completed and signed form on file.

2. For **Parents/Guardians who do not currently have an Internet access** account but have a child already enrolled a) Each parent/guardian only needs to complete one Electronic Web Access Agreement form for all children in their household. b) The parent requesting the account will be given an activation key and "personal login ID". c) The activation key is used by the parent to create their secure account. d) The "personal Login ID" is used by the schools to verify a person requesting an account unlock.

3. For **Students:** a) Students from grade six through twelve can request their own account from their school. b) School will verify the student identification. c) A student requesting an account will be given an activation key and "personal login ID".

(1) The activation key is used by the students to create their secure

~~(2) The~~ "personal login ID" is used by the school to verify a person requesting an account unlock.

4. For **Schools:** a) The activation key will not be given to a parent/guardian or student without first verifying the identity of the requestor. b) The Electronic Web Access Agreement form signed by a parent will be maintained in the school building it was initially turned into.

### B. Account Unlock Procedures

1. Parents/Guardians or Students may request unlocking their account either by telephone or in person.

. Via Phone— The requestor will be asked a series of random questions and for the Personal ID given to the person at the time the account was setup by the school administration. The questions will be limited to information in the student management system that only the requestor would know.

. In Person— The parent/guardian or student will make the request to the designated school personnel for CCS-Infinite Campus.

. For Schools—Once the school has confirmed the Parent/Guardian or Student's identification, the school will request an account reset via an email to the CHS Infinite Campus Help Desk with the following information: student password reset student id# or date of birth and parent password reset—student's date of birth (MMDDYY)