



Parent Portal User Agreement

Mission Statement

To implement and utilize a comprehensive centralized student information system that will enhance student learning and facilitate communication among all stakeholders.

Section I: User Expectations

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred. Those changes are influencing instruction and student learning. The North Colonie Central School District 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, teachers, principals, and administrators.

The District manages student information electronically and will make student education records available 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 user regulations and all technology regulations/procedures, as well as all other District policies that may apply.

A) Rights and Responsibilities

Access to the Infinite Campus Parent Portal is a free service. Access to student information over the Internet is a privilege, not a right. Once a student withdraws or graduates from the District, such access will be deactivated. Parents/guardians must understand and practice proper and ethical use.

B) Information Accuracy Responsibilities

Information accuracy is a joint responsibility of the school district, parents/guardians, and students. The district will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, they will notify the district immediately.

C) Accessible Information

The District reserves the right to discontinue the use of the Parent Portal at any time. The Parent Portal will be piloted with limited functionality. The District reserves the right to add, modify, or delete functions viewed via the Parent Portal at any time without notice, including but not limited to, the functions listed below

- | | |
|---|--|
| <input type="checkbox"/> Demographic Data | <input type="checkbox"/> Schedules |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Report Cards |
| <input type="checkbox"/> Course Requests | <input type="checkbox"/> Interim Reports |
| <input type="checkbox"/> HS Transcripts | |

D) Parent Portal Access Agreement

Each parent/guardian must complete the User Agreement form below. After verification of the information, the District will provide the parent/guardian with a unique Activation Key for creating a username and password. The district will require a Photo ID to establish proper identification of parents/guardians. The unique key will be provided in a letter to the parent, with instructions, that will be mailed to the parent's home.



E) Use of the Parent Portal

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 information concerning any students other than that of their own child(ren) or any account assigned to another person.
- 4) Parents/guardians will not use the Parent Portal or the District's networks for any illegal activity, including, but not limited to violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws will be subject to civil and/or criminal prosecution.
- 5) Parents/guardians who identify a security problem within the Parent Portal must notify the district immediately, without demonstrating the problem to anyone else.
- 6) Parents/guardians will not share their password with anyone, including but not limited to their own child(ren).
- 7) Parents/guardians will not set any computer to automatically log in to the Parent Portal.
- 8) Parents/guardians will log out of their Parent Portal user account when they are not at their computer.

Note: The district reserves the right to deny access to this site to any parent/guardian who is identified as a security risk.

F) Security Features

- 1) Access is made available through a secure Internet site.
- 2) Three unsuccessful login attempts will disable the user's account. Until the District has verified the assigned user to the locked account, the account will remain locked. In order to reactivate the account the user will need to contact the Information Technology office.
- 3) The users will be automatically logged off if they leave their web browser open and inactive for a period of time.
- 4) The parent/guardian's account will be permanently deactivated when his/her child(ren) have either withdrawn or graduated from the North Colonie Central School District, or a court action denies the parent/guardian access to the student's information.

G) Limitation of School District Liability

The District will use reasonable measures to protect student information from unauthorized viewing. The District will NOT BE LIABLE for unauthorized use of the District's system or Internet. 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 that would cause compromise of their student information. The District reserves the right to limit or terminate the Internet site for viewing student information without notice. All parents/guardians who use the Parent Portal to access their child(ren)'s information consent to electronic monitoring and understand that they are granted access to a private network used as an education tool by the North Colonie Central School District. Account activity is electronically recorded.



Section II: Parent Portal Access

A) Initial Account Request and Setup

For parents/guardians who do not currently have a Parent Portal account but have a child already enrolled in North Colonie:

- 1) Each Parent Portal user must agree to the terms of this User Agreement.
- 2) The District will require the parent/guardian to bring photo identification to the District Registrar's Office in order to verify his/her identity.
- 3) The parent/guardian requesting the account will be mailed an Activation Key.
- 4) The District will keep the completed User Agreement on file.

B) Reactivating Account Procedures

After 3 unsuccessful attempts, the Parent/Guardian's account will be locked.

- 1) The District will require the parent/guardian to answer a security question in order to have account reactivated.
- 2) The District may require the parent/guardian to bring photo identification to the District Registrar's Office in order to have the account reactivated.

C) Support

- 1) Refer to the Parent Portal website for FAQs, Computer Requirements, Login Instruction and the Quick Reference Guide.
- 2) The District cannot troubleshoot home computer issues.



Parent Portal User Agreement Form

By Signing this form, I, as a parent/guardian in the North Colonie Central School District, verify and acknowledge that:

- I am requesting access to view my child's/children's student information on the North Colonie Central School District Infinite Campus Parent Portal website;
I am at least 18 years of age, and able to be legally bound by the terms of this Agreement;
I have read the North Colonie Central School District User Agreement, above, and agree to abide by and support the terms of this Agreement to insure the safety and privacy of each student;
By signing this agreement, I, as parent/guardian, release the North Colonie Central School District from any and all liability for damages arising from unauthorized access to my parent/guardian account.
I agree to protect or destroy any printed or electronic information generated from the District's Infinite Campus Parent Portal.
I agree to keep my Username and password secure, and accessible to only myself;
I understand that, in the interest of security, the District reserves the right to change passwords or deny access at anytime;
I understand that three unsuccessful logins will disable my account; and
If my account becomes locked I may be required to verify my identity with photo identification and it may take 3-5 school days to have my account reactivated.

PLEASE PRINT (All information is required)

Parent/Guardian's Name: (One name per form) (First Name, Middle Initial, Last Name)

Parent/Guardian's Home Address: (address, city, state, zip)

Parent/Guardian E-Mail Address:

List the names of all children in your household who are currently enrolled in North Colonie.

Table with 6 columns: Last Name, First Name, Relationship to Student, Student Resides with you (Yes or No), School Currently Attending, Current Grade Level

I have read, understand and agree to the terms stated above. I certify that all of the information, I, provided is true and I have legal authority to access the records for the student(s) listed above.

Signature: Date:

For Office Use Only

Date Processed: Processed By:
Date Invitation Letter Created: