



Rockford Area Schools Infinite Campus Parent/Guardian Guidelines

User Expectations

Rockford Area Schools manages student information electronically and will make certain student education records available for viewing only to authorized parents/guardians and students via a secure Internet connection. 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. 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.

Rockford Area Schools' uses a secure Internet site to enable electronic access to student information; enhancing communication between our parents/guardians, students, teachers, principals, and administrators.

Rights and Responsibilities

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

Students from grades six to twelve may request an Infinite Campus Portal account. A student will only have access to his/her own student information.

Information Accuracy Responsibilities

Information accuracy is the joint responsibility between schools, parents/guardians, and students. Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, they should notify their school immediately and provide proof of the inaccurate information.

Information Accessible

Rockford Area Schools reserves the right to add, modify or delete functions in the Portal at any time without notice.

Access Agreement

Each parent/guardian and/or student must complete and sign an Infinite Campus Parent/Guardian and Student Portal Access Agreement. After verification of information on the form, the school will follow the process outlined in this document to establish an account. The school will keep the completed and signed form in the cumulative record folder of each student.

Portal Use

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

- Parents/guardians and students will act in a responsible, ethical and legal manner.
- Parents/guardians and students will not attempt to harm or destroy the school or the district's data or networks.

- Parents/guardians and students will not attempt to access information or any account assigned to another user.
- Parents/guardians and students will not use this Internet site for any illegal activity, including violation of Federal and State law. Anyone found to be in violation of these laws would be subject to civil and/or criminal prosecution.
- Users who identify a security problem within the Portal must notify their school immediately.
- Parents/guardians and students will not share their password with anyone, including their own child(ren).
- Parents/guardians and students identified as a security risk will be denied access to the site.

Security Features

- Access is made available with a secure Internet site.
- Multiple 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 portal again, parents will need to email kienitzj@rockford.k12.mn.us to have the account reactivated. Please include your name, student's name, phone number and how we are to reach you.
- The student's account will be disabled when the student withdraws or graduates from Rockford Area Schools.
- The parent/guardian account will be disabled when their child(ren) have either withdrawn or graduated from Rockford Area Schools, or a court action denies the parent/guardian access to the student's information.

System Requirements and Portal Support

Rockford Area Schools is not responsible to recommend or approve computer system requirements necessary to access the Portal. The District is not responsible to provide technical support for computer systems accessing the Portal, the Portal itself beyond user account issues, or any other issue related to the use of the Portal. Rockford Area Schools is not responsible to provide any means, including but not limited to a computer system and/or Internet access, by which any parent and/or student may access the Portal.

Parents/guardians and students can find support information on Rockford Area Schools website. Parents/guardians and students should not contact the school building for support. The school building is not able to deliver support for the Portal.

Limitation of School District Liability

Rockford Area Schools will use reasonable measures to protect student information from unauthorized access. The District will not be responsible for legal or financial obligations arising through unauthorized use of the District's system or Internet. Rockford Area Schools 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. Rockford Area Schools reserves the right to limit or terminate Portal access for any reason without notice. All parents/guardians and students requesting a Portal account consent to electronic monitoring and understand that all activity is electronically recorded.

Portal Account Request and Setup

1. For Parent/Guardian:
 - a. The parent/guardian completes the Infinite Campus Parent/Guardian and Student Portal Access Agreement.
 - b. The parent/guardians only need to complete census form for all children in their household.
 - c. For security reasons, all parent/guardians must sign the form and hand deliver it to the appropriate school office.
 - d. School will verify parent/guardian's identification with official government identification.
 - e. After the student is enrolled into the student information system, the parent/guardians requesting the account will be provided an activation key.
 - i. The activation key is used by the parent/guardians to create their secure account.

f. The school will keep the completed and signed form in the cumulative record folder of each student.

2. For Students:

- a. Students from grade five 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 their login information at school

Concerns about Parent Portal Data

Data issues should be addressed in the following order:

- 1. Discuss the issue with the student.
- 2. Discuss the issue with the teacher via email or personally.
- 3. Discuss the issue with the principal in your child's building.



Infinite Campus Portal Use Agreement

Parent/Guardian

Rockford Area Schools can provide access to student records via the Internet. In order to protect the confidentiality of student records, all parent/guardians who want to use this new service are required to sign this form and have an updated census file on record. Return this form **in person** to any one of your students' schools. Please bring a **photo ID** with you when you return the forms.

I have read and do understand the school district guidelines relating to safety and acceptable use of the school district's Infinite Campus Student Information Portal and agree to abide by them. I further understand that should I commit any violation; my access privileges will be revoked and/or appropriate legal action may be taken.

User's Full Name (please print): _____

Email Address: _____

User's Signature: _____ Date: _____

Office Use Only

Date Returned: _____

ID Verified Census Verified Agreement Signed Checked by: _____

Activation Key Provided Date Key Provided: _____ Initials: _____