FORT THOMAS INDEPENDENT SCHOOLS
PARENT PORTAL - ACCEPTABLE USE POLICY

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

1. Parents/guardians will NOT share their password with anyone, including their own children.
2. Parents/guardians will not attempt to harm or destroy data of their own children, of another user, school or district network, or the Internet.
3. Parents/guardians will not use the FTIS Parent Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
4. Parents/guardians will not access data or any account owned by another parent/guardian.
5. Parents/guardians who identify a security problem with the FTIS Parent Portal must notify the Fort Thomas Independent School District or the local school immediately without demonstrating the problem to anyone else.
6. Parents/guardians who are indentified as a security risk to the FTIS Parent Portal or any other Fort Thomas Independent School District computers or networks, will be denied access to the FTIS Parent Portal.

Frequently Asked Questions (FAQ):

What is the Campus Portal?

Campus Portal is our tool for parents and students to access instant, online, timely and secure student information. In the Parent Portal you can view your child(ren)'s class schedule, assignments, attendance, discipline, course registrations for next year, report cards and transcripts as well as make online lunch account payments and view food service purchases.

Campus Portal is a means to promote educational excellence by enhancing our communication with parents and students.

Who is eligible to have a Campus Portal account?

Parents of current students are eligible to activate a Parent Portal account, after agreeing to the terms and conditions of use.

Will my child(ren) use the same username and password to access the portal?

Students will be given their own usernames and passwords. Students will only have access to their own information.

When will the portal be available for use?

It is available now and is open 24 hours a day/7 days a week.

What if I have questions or my display information is incorrect?

If you experience problems accessing the Portal, seeing correct demographic information or have questions, contact your child's school secretary. If you have questions about assignment/grades, contact your child's teacher. An envelope icon is located next to the teacher's name on the Portal and provides direct access to e-mail.

Will I be able to see all of my child(ren)'s grades on one summary report?

No. Infinite Campus does not have a summary page as the previous system did.

What kind of software or computer is needed to use the Campus Portal?

Computer - any computer capable of running the browser Internet Explorer 5.0 or higher, Macintosh or Windows.

Software - Internet Explorer 5.0 or higher; Mozilla Firefox 3.0 or higher

Internet connection - 56k modem speed or higher is recommended.

A monitor with at least 800x600 resolution is recommended.

Instructions to set up Portal account & log in

Go to the district website: www.fortthomas.kyschools.us   Click on Quick Links (drop down box in upper right corner) and select **Infinite Campus – Parents**

On the next screen Click on "I Agree"

The next screen will be green - Click on the red HELP box. You will then see this statement:
    If you have been assigned a Campus Portal Activation Key, click here

Enter the 32 digit number

Note: Keys are made up of numbers 0-9 and letters A-F (there is no letter O)

Create and enter a User name: Example: smithfamily

Create and enter password: Strong passwords are enforced
                        8 characters long and contain letters & numbers
                         (can use !@#$% etc. also)
                        Case sensitive
                        Should not contain any parts of your name or username

You're all set! Now Log In and view your child/children's records.

Always Log Off when finished.