

INFINITE CAMPUS PARENT PORTAL INFORMATION

Casey County School District uses Infinite Campus for student information management. Infinite Campus has developed a Parent Portal to allow parents/guardians to view the records of their child(ren) via the Internet. Casey County School District will provide parents/guardians of currently enrolled students the privilege of free access to the Parent Portal. Only parents/guardians of students enrolled in the district will be allowed access to the Parent Portal. Casey County School District reserves the right to deny or cease access to the Parent Portal due to the abuse of the portal, court orders, or any other legal proceedings that limit the availability of federally protected information and/or data.

PURPOSE

Casey County School District has opened the Parent Portal to enhance communication between the district and parents/guardians. Users of the Parent Portal will have access to the following information about their children:

- Personal Data
- Attendance
- View/Print Student Schedule
- Gradebook and Assignments

Casey County School District reserves the right to add to or remove any of the above functions from the Parent Portal at any time.

USE OF THE PARENT PORTAL

Access to the Parent Portal on the district's system is a privilege, not a right. Users of the Parent Portal are required to adhere to the following guidelines:

1. Users will act in a responsible, legal, and ethical manner.
2. Users will not attempt to harm or destroy data, the school, or the district network.
3. Users will not attempt to access data or any other account owned by another user.
4. Users will not use the Parent Portal for any illegal activity, including violation of data privacy laws. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.
5. Users who identify a security problem with the Parent Portal must notify the District Office (787-6941) immediately without demonstrating the problem to anyone else.
6. Users will not share their password with anyone, including their own children.
7. Users will not set their own computer to automatically log-in to the Parent Portal.
8. Users identified as a security risk to the Parent Portal or the Casey County School's network will be denied access to the Parent Portal.

PORTAL USER ACCOUNT SECURITY FEATURES

Three unsuccessful login attempts will disable the user's Portal account. In order to reactivate, the user will need to return to the Casey County Board of Education to present proper identification and receive password reset. (Resetting the password may take 2 – 3 days.)

User will automatically be logged off if Portal web browser is open and inactive for a period of time.

All attempts at logging into the system are recorded and monitored.

TECHNICAL ISSUES WITH THE PARENT PORTAL

There are times when there will be a need to shutdown the Parent Portal for maintenance purposes. Casey County School District is not liable for any issues related to your personal computer and reserves the right to refuse technical assistance directly related to your personal computer.

System Requirements

Computer

Processor 486 running at 66MHZ; Pentium recommended

Computer (continued)

Windows 98 or Newer Operating System

16 MB Memory or greater

45 MB of disk space or greater

Internet Connection

56K or faster

Monitor

The Parent Portal is best viewed with a resolution of 800 X 600 or greater

NOTE: If you do not have access to a home personal computer, you may visit the Casey County Public Library where there are computers available for your use.

DATA INTERPRETATION

Data posted on the parent Portal will vary based on the school your child attends. It is our goal to maintain accurate records; therefore, if you detect a discrepancy, please notify your child's teacher immediately.

Personal Data

Personal data is typically updated within one week of student registration. The volume of changes collected during fall registration may delay updates beyond one week. Contact the school's office if there is incorrect information displayed.

Attendance Data

Casey County High School and Casey County Middle School record attendance every period. The Elementary Schools record attendance one time per day. Contact the school's attendance clerk if you feel there's an incorrect entry.

Class Assignments

Class assignments and scores can be viewed once teachers have entered them in Infinite Campus. Student scores are an approximate grade at a specific point in time.

Progress reporting

Mid-term grades and term grades will be posted each quarter. Semester grades will be posted at the end of each semester.

**Casey County School District
Campus Portal Activation Request**

(This form along with a photo ID must be presented prior to activation of your Infinite Campus account.)

All fields must be completed in their entirety before access to the parent portal will be activated. Once your private account has been created, you will be given a printout containing your account information including your name, address, phone, and relationships within your household. You will be asked to verify the content contained on this printout.

I, _____, am requesting access to my child(ren)'s student information on the Casey County Schools' Infinite Campus Parent Portal site. I have read the guidelines provided me on the use of the Parent Portal, and I agree to abide by and support the expectations. I understand, in 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 Casey County School District from any and all liability for damages arising out of 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 visit the Casey County Board of Education and request the account be unlocked. I will provide the "Personal Login ID" given to me at the time the account was created and provide proper ID. In the sole discretion of the District, the account may be unlocked, but I understand that it may take up to 3 – 5 school days to have my account unlocked. I agree to use a computer that meets or exceeds the requirements for viewing student information as recommended on the information provided.

Please verify the items below by providing your initials.

_____ I have been given a copy of and read Infinite Campus Parent Portal Information

_____ If at any point data that does not pertain to me should appear on my portal, I will notify the school immediately.

_____ I have verified my household information is either correct or has been corrected.

Student Name(s): Please list all students attending Jones Park Elementary, Walnut Hill Elementary, Liberty Elementary, Casey County Middle School or Casey County High School

Parent/Guardian: Printed

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Parent/Guardian: Signature(s)

Date
