

East Islip School District Parent Portal Acceptable Use Policy

October 2014

The Infinite Campus Parent Portal is a special tool that enables parents to monitor their children's progress and assist in their educational growth. Use of the portal helps to strengthen communication between home and school. Parents and legal guardians will be able to view different areas of information concerning their child(ren). Each parent or legal guardian of a student in our District will be assigned a unique user login. By activating their user account, parents and legal guardians agree to abide by and support the terms of use and user expectations set forth in this document.

Section 1: User Expectations

A) Access Information

- Access to the portal is a free service offered to all parents or legal guardians of students actively enrolled in the District.
- When a student graduates or withdraws from the District, access to that student's information will no longer be available through the portal.
- Access to student information via the portal is a privilege, not a right. Parents or guardians must practice proper and ethical use of these sites.
- The District reserves the right to discontinue the use of the parent portal at any time.
- Portal access will be limited to parents and legal guardians. Step-parents and other non-custodial household members will be excluded from eligibility.

B) Information Accuracy Responsibilities

- Information accuracy is the joint responsibility of the District, parents, and legal guardians.
- The District will make every attempt to ensure that information is accurate and complete.

- If a parent or legal guardian discovers any inaccurate information, he/she should immediately notify the Parent Portal Help Desk at: parentportal@eischools.org. The parent or legal guardian may be required to provide documentation to resolve the inaccuracy.

C) Information Availability

The District reserves the right to add, modify or delete functions viewed without notice, including, but not limited to, the functions listed below:

- Attendance
- Class Schedule
- Progress Reports
- Report Cards
- Immunization Records
- Demographic Information
- Assessment Results
- Student Grades

D) Use of Parent Portal

Parents and legal guardians are required to adhere to the following guidelines:

- Parents/legal guardians agree to act in a responsible, ethical, and legal manner.
- Parents/legal guardians will not attempt to harm or destroy the District's data, or the school network.
- Parents/legal 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.
- Parents/legal guardians will not use the Parent Portal or the District's network for any illegal activity, including, but not

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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.

- Parents/legal guardians who identify a security problem within the portal must notify their school immediately by sending an e-mail to parentportal@eischools.org, and without demonstrating the problem to anyone else.
- Parents/legal guardians will not share their passwords or allow anyone other than themselves to use their Parent Portal accounts, including their own child(ren).
- Parents/legal guardians will not set any computer to automatically log in to the Parent Portal.
- Parents/legal guardians will log out of their Parent Portal user accounts when they are not at their computer.
- Parents/legal guardians identified as a security risk will be denied access to the sites.

E) Security Features

- Access is made available through a secure Internet site. Account holders are responsible for protecting their passwords and for properly protecting or destroying any printed or electronic documentation generated from or about the Parent Portal site.
- Unsuccessful login attempts may disable the user's account. In order to use the account again the user will need to contact the Parent Portal Help Desk at parentportal@eischools.org
- Users may be automatically logged off if they leave their web browser open and inactive for a period of time.
- Parent or guardian accounts will be deactivated when all their children have either withdrawn or graduated from East Islip Public School District, or a court action denies the parent or guardian access to his/her child'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 Districts system or the Internet.
- The District does not promise any particular level or method of access to the Parent Portal for viewing student information.
- The District will not be responsible for actions taken by parents/legal guardians or students that compromise their student information.
- The District reserves the right to limit or terminate the Parent Portal for viewing student information without notice.
- All parents/legal 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 educational tool by the East Islip Public School District employees and students. Account activity is electronically recorded.

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Section II: Parent Portal Access

A) Initial Account Request and Setup

For parents/legal guardians who do not currently have Parent Portal accounts but have a child already enrolled:

- Each Parent Portal user must agree to the terms of this Agreement.
- Parents/legal guardians should contact their child's school building for the information needed to create the account.

B) System Requirements

- The Portal may be accessed from any computer with Internet connectivity, and an up-to-date Web browser.
- A current version of Adobe Acrobat is needed in order to view reports generated by the Infinite Campus Parent Portal.

C) Support

- Parents/legal guardians should refer to the support documents which can be accessed by clicking on 'Parents' which is located on the District's webpage at www.eischools.org Login instructions and pertinent documents will be available under Infinite Campus Parent Portal.
- For assistance, users can contact the Parent Portal Help Desk at parentportal@eischools.org
- Support service may be offered as an accommodation only and the District does not guarantee or warranty the adequacy or accuracy of such support service.
- The District cannot troubleshoot home computer issues.

Section III: Acceptable Use

- Parents/legal guardians agree to abide by the following guidelines when accessing the District's site.
- Passwords should not be saved to automatically populate during login to the Portal, as others using the same computer would have access to confidential information.
- Passwords should not be shared.
- No one should attempt to log in as a parent or legal guardian for another child.
- Should a user's current e-mail address be shared with other members of the family, a new e-mail address should be created for the exclusive use of the Portal.