

New York Mills  
Union Free School District

Request for Permission to Access  
The SchoolTool Parent Portal

My name (please print): \_\_\_\_\_

I am a parent, guardian, or person in parental relation, of a student in the New York Mills Union Free School District ("District"), namely:

\_\_\_\_\_

If more than one student, check here \_\_\_\_ and add names on the back.

I request that the District provide me with a **login password** that will allow me to access information about my student's school performance, including classes, teacher names, attendance, grades, and discipline. I understand that this information is stored in a database called SchoolTool, which is maintained by the District with support from the Mohawk Regional Information Center of the Madison-Oneida BOCES. In return for the District providing me with a login password, I agree to the following Terms of Network Access:

Please initial each item to acknowledge it, and sign on the back.

\_\_\_\_\_ I will maintain a valid e-mail address that the District may use to send me the login password and other messages about SchoolTool or my child. My present e-mail address for this purpose is:

\_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_ I will only attempt to view information about the student(s) listed above. I will not attempt to "hack", manipulate, or otherwise try to evade the security measures to access information regarding any other person.

\_\_\_\_\_ I will not intentionally transfer to the SchoolTool network any virus, Trojan horse, or other malicious computer code.

\_\_\_\_\_ If granted the ability to enter data into my child's record, I will only enter accurate information.

\_\_\_\_\_ I understand that the District's use of the SchoolTool network is supported by technical assistance from the Mohawk Regional Information Center, Mindex Inc., and possibly other consultants, and that employees of the entities are instructed to keep confidential any personally-identifiable information, including educational records, they may see in the performance of their duties. I consent to the disclosure of information about me or the student(s) listed

above under these circumstances.

\_\_\_\_\_ I understand that all information stored in the SchoolTool database remains the property of the District, and may be accessed, examined, or modified by the District or its vendors at any time.

\_\_\_\_\_ I understand that the SchoolTool network may record and retain information about when and how I use SchoolTool through the Parent Portal, and that this information is the property of the District and subject to review by the District.

\_\_\_\_\_ I agree that I will **not disclose my login password** to any other person, not even other people in my family or household. **I accept responsibility for all actions that are performed by anyone gaining access to the SchoolTool network using the login password assigned to me.**

\_\_\_\_\_ I understand that the District retains the discretion to block my access to SchoolTool whenever it has reasonable suspicion to believe that I have violated one of the foregoing Terms of Network Access.

Signature of Parent/Guardian/Person in Parental Relation

\_\_\_\_\_

Date: \_\_\_\_\_

Additional Student(s):

\_\_\_\_\_

For District Use Only

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Login Sent By: \_\_\_\_\_

Date: \_\_\_\_\_