

# Sayville Public Schools

## Parent Portals Acceptable Use Agreement

### Policies and Procedures

The Infinite Campus Parent Portal and the School Messenger Parent Portal are special tools that will enable parents to monitor and assist with the progress of their child(ren) educational growth. They will also help to strengthen our home-to-school communication. Parents will be able to view different areas of information concerning their child(ren). Some of those areas include: attendance, class schedule, progress reports, report cards, immunization records, assessment results, demographic information, and a log of calls made home from the District (via School Messenger). Each parent or guardian of a student in our District will be assigned a unique user login to the portals. Parents, by activating their user accounts for either portal, agree to abide by and support the terms of use and user expectations set forth in this document.

#### **Section 1: User Expectations**

##### **A) Rights and Responsibilities**

- Access to the Portals is a free service offered to all parents/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 Portals.
- Access to student information via the Portals is a privilege, not a right. Parents/guardians must practice proper and ethical use of these sites.

##### **B) Information Accuracy Responsibilities**

- Information accuracy is the joint responsibility of the

District, parents/guardians, and students. The District will make every attempt to ensure that information is accurate and complete. If a parent/guardian discovers any inaccurate information, he/she should immediately notify the Parent Portal Help Desk at [sayvilleportalinfo@sayvilleschools.org](mailto:sayvilleportalinfo@sayvilleschools.org). The parent/guardian may be required to provide documentation to resolve the inaccuracy.

##### **C) Information Availability**

The District reserves the right to discontinue the use of the Parent Portals at any time. The Parent Portals will be piloted initially with limited functionality. The District reserves the right to add, modify or delete functions viewed via the Parent Portals at any time without notice, including, but not limited to, the functions listed below:

- Attendance
- Class Schedule
- Progress Reports
- Report Cards
- Immunization Records
- Demographic Information
- Assessment Results
- Logs of calls made to the parents'/guardians' home

##### **D) Parent Portals Access Eligibility**

Each parent/guardian must complete the Parent Portals Access Request Form and agree to be bound by this Parent Portals User Agreement. After so agreeing, the District will verify the information on the Parent Portals Access Request Form during an in-

# Sayville Public Schools

## Parent Portals Acceptable Use Agreement

### Policies and Procedures

person registration appointment. Upon verification, the District will provide the parent/guardian with his/her own unique portal activation key code for creating a user login and password to view information relating to the child(ren) of the parent/guardian identified in the current District records. For the School Messenger Parent Portal, a similar process will take place. Photo identification will be necessary for a parent/guardian to present during in-person registration in order to verify his/her identity.

#### E) Use of Parent Portals

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

- Parents/guardians agree to act in a responsible, ethical, and legal manner.
- Parents/guardians will not attempt to harm or destroy the district's data, or the school network.
- Parents/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/guardians will not use the Parent Portals or the District's network for any illegal activity, including, but not 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/guardians who identify a security problem within one of the portals must notify their school immediately by sending an e-mail to [sayvilleportalinfo@sayvilleschools.org](mailto:sayvilleportalinfo@sayvilleschools.org) and without demonstrating the problem to anyone else.

- Parents/guardians will not share their passwords or allow anyone other than themselves to use their Parent Portal accounts, including their own child(ren).
- Parents/guardians will not set any computer to automatically log in to the Parent Portals.
- Parents/guardians will log out of their Parent Portal user accounts when they are not at their computer.
- Parents/guardians identified as a security risk will be denied access to the sites.

#### F) Security Features

- Access is made available through a secure Internet site. Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed or electronic documentation generated from or about the Parent Portal sites.
- Three unsuccessful login attempts will disable the user's account. In order to use the account again the user will need to contact the Parent Portal Help Desk at [sayvilleportalinfo@sayvilleschools.org](mailto:sayvilleportalinfo@sayvilleschools.org). The user will provide the user login name established at the time the account was created, and answer questions to verify identity. The District, in its sole discretion, may require that the user bring photo identification or notarized documentation to the school in order to verify parent/guardian identity.
- The users will be automatically logged off if they leave their web browser open and inactive for a period of time.
- The parent/guardian account will be permanently deactivated when his/her child(ren) have either

# Sayville Public Schools

## Parent Portals Acceptable Use Agreement

### Policies and Procedures

withdrawn or graduated from Sayville Public School District, or a court action denies the parent/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 DISTRICT'S SYSTEM OR INTERNET. The District does not promise any particular level or method of access to the Parent Portals for viewing student information. The District will not be responsible for actions taken by parents/guardians or students that compromise their student information. The District reserves the right to limit or terminate the Parent Portals for viewing student information without notice. All parents/guardians who use the parent portals 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 Sayville Public School District employees and students. Account activity is electronically recorded.

#### **Section II: Parent Portal Access**

##### **A) Initial Account Request and Setup**

For parents/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 and the Parent Portals Access Request Form.

Parents/guardians need to complete and accept only one form for all children in their household.

- The District requests that the parent/guardian bring photo identification to the school in order to verify his/her identity.
- The parent/guardian requesting the account will be given an activation key code.
- The District will maintain on file a record of acceptance of the Parent Portals Access Request Form, as per each parent's/guardian's signature.

##### **B) System Requirements**

- The Portals may be accessed from any computer with Internet connectivity and an up-to-date Web browser.
- To access the Infinite Campus Parent Portal site once an account has been established, click on the "Parent Portals" link, which is located under "Quick Links" on the District's homepage at [www.sayvilleschools.org](http://www.sayvilleschools.org).
- Infinite Campus suggests that the Portals are best viewed from a PC running Window XP or newer with Internet Explorer 6.0 or higher, or Mozilla Firefox 2.0 or higher.
- For Macintosh computers it is suggested that the Portals are best viewed using Mozilla Firefox 2.0 or higher.
- Adobe Acrobat 7.0 or higher is needed in order to view reports generated by the Infinite Campus Parent Portal.

##### **C) Support**

- Parents/guardians should refer to the support documents which can be accessed by clicking on the "Parent Portals" which is located under "Quick Links" on the District's

# Sayville Public Schools

## Parent Portals Acceptable Use Agreement

### Policies and Procedures

homepage at [www.sayvilleschools.org](http://www.sayvilleschools.org) Login instructions and pertinent documents are provided.

- For assistance with the Portals, users can contact the Parent Portal Help Desk at [sayvilleportalinfo@sayvilleschools.org](mailto:sayvilleportalinfo@sayvilleschools.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/guardians agree to abide by the following guidelines when accessing the District's site:

- Users shall not seek to learn or change or share other user passwords, modify other user files or data, or misrepresent other users on the network.
- Users shall not intentionally disrupt the use of the network or devices attached to the network.
- Users agree that hardware or software shall not be destroyed, modified, damaged or abused in any way.
- Malicious use of the system to develop programs or computer viruses that harass other users, infiltrate a computer or computer system, damage the software components of a computer or computing system are prohibited.
- Loading, transmitting, or intentionally receiving hate mail, harassing content and other antisocial content is prohibited on the system.
- Use of the system to process or upload pornographic material, inappropriate text files, illegal software, or files

dangerous to the integrity of the local area network or any attached devices is prohibited.

- Software and some content are protected by copyright laws. Therefore, users will not make unauthorized copies of software or media or other copyrighted content found on the District system.