



Poland Jr. Sr. High School  
 74 Cold Brook Street  
 Poland, NY 13431  
 Phone: 315-826-7000 Fax: 315-826-5227

## Access to SchoolTool® Portal and Acceptable Technology Use

### STUDENT INFORMATION

Last: (Legal name only)	First:	Middle:	Suffix (Jr., II, III):
Printed Name of Parent/Guardian requesting access to this student account:			

SchoolTool is the software program that the district uses for student records. Account access for parents and guardians has increased over time. Sample information in the Portal includes teacher names and emails, student’s daily schedule, grades, and other information housed that is collected in the District’s Student Management Database and made available by the school. This information is stored in a database called SchoolTool, which is maintained by the District with support from the Mohawk Regional Information Center (MORIC) of the Madison-Oneida BOCES.

### REQUEST FOR A PARENT/GUARDIAN ACCOUNT:

As, parent/guardian of the student above, I seek access to a SchoolTool Portal account.

Please send activation information to this email: \_\_\_\_\_

I understand the district will generate an automatic email that includes a temporary login/password information that will allow access to student data information. (NOTE: Please check SPAM files before calling about account activation.)

### STUDENT ACCOUNTS:

The district also intends students in grades 6-12 to receive limited access for the primary purpose of monitor assignments.

**DIRECTIONS: The parent/guardian requesting a SchoolTool account and all 6-12 students must initial and acknowledge the statements below, sign the form, and return the form to the Main Office. Typically accounts are made within 10-15 days.**

Initials are necessary for each item 1-8.

Parent/Guardian	6-12 Student	Use Statements
		1. I understand that students will use the school-issued email for Portal Dashboard access.
		2. I will only attempt to view information about my student account and will not attempt to “hack,” manipulate, or evade the security measures to access information regarding any other person.
		3. I will not intentionally transfer a virus or other malicious computer code to SchoolTool.
		4. I understand that the District’s use of the SchoolTool software includes technical assistance from the Mohawk Regional Information Center, Mindex Technologies Inc., and the consultants and employees of these entities. These agencies are instructed to keep personally-identifiable information confidential; this includes educational records they may see in the performance of duties. I consent to the disclosure of information about me or the student(s) listed on this form.
		5. 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.
		6. I understand SchoolTool may record/retain data about when and how I use SchoolTool through Portal, and that the information is property of the District and subject to review by the District.
		7. I agree not to disclose my password to any other person who has no right to the student record. I accept responsibility for all actions that are performed by anyone gaining access to the SchoolTool database using my login password. The password I create will be a minimum of 8 characters, including 1 upper case letter, one lowercase letter, and one symbol or number.
		8. I understand the District retains discretion to block access to SchoolTool whenever reasonable suspicion is held that terms of access and/or its network has been violated.

# Access to SchoolTool® Portal and Acceptable Technology Use

## STUDENT INFORMATION

Last: (Legal name only)	First:	Middle:	Suffix (Jr., II, III):
Name of Parent/Guardian enrolling student:			

<b>SchoolTool Access: place signatures below to affirm understanding of the responsibility of SchoolTool use.</b>	
Parent/Guardian Signature (adult named above):	
Student Signature (needed for students grades 6-12):	

<b>Acceptable Use: place signatures below to affirm receipt of the district's Acceptable Use of Technology Summary and agreement with the district's Acceptable Use standards. (These are the lavender papers within enrollment materials.)</b>	
Parent/Guardian Signature (adult named above):	
Student Signature (needed for all students grade 2-12):	

*File original in permanent folder.*

## PCS DATA PROJECT MANAGER SECTION

Student's expected graduation year \_\_\_\_\_  New Student     Deactivate

Parent SchoolTool Access completed by \_\_\_\_\_ Date \_\_\_\_\_

Pages 9-10 scanned to MORIC by \_\_\_\_\_ Date \_\_\_\_\_

## PCS / MORIC SECTION

### ACTIONS:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Active Directory           | <input type="checkbox"/> Gmail Account   | <input type="checkbox"/> Hardware Issued |
| <input type="checkbox"/> SchoolTool Student Account | <input type="checkbox"/> Wireless Access | (Tag Number _____)                       |

Student On-boarding completed by \_\_\_\_\_ Date \_\_\_\_\_

Student Off-boarding completed by \_\_\_\_\_ Date \_\_\_\_\_