FRUITLAND SCHOOL DISTRICT <u>PARENT PORTAL</u>
Acceptable Use and Safety Policy Document

Fruitland School District's student information system is a web-based computer program called Infinite Campus. Infinite Campus has a Parent Portal tool to allow parents/guardians to view the records of their child(ren) via the Internet. Fruitland School District will provide parents/guardians of enrolled students the privilege of free access to Parent Portal. **Please Note:** *Fruitland School District will only provide Parent Portal Access to custodial parents or legal guardians. I understand that sharing of my username and password will strictly be my responsibility as will contacting the district to have the password changed if anything changes in my household.* Fruitland School District reserves the right to deny or cease access to Parent Portal due to the abuse of the portal, court orders, or any other legal proceedings that limit the availability of private educational data.

PURPOSE
Parent Portal will help enhance communication between the district and parents/guardians. Users of Parent Portal will have access to the following information about their children:
- Personal data and contact preferences
- Attendance
- Student schedule
- Secondary grade book and assignments
- Secondary Course Registration

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

ACCESS TO PARENT PORTAL
The beginning of a new school year is a very busy time for teachers, secretaries, and administrators. Staff will need time to update student information and complete scheduling and grading setup. Given this information, the **registration process for Parent Portal could be delayed at least two weeks from the first day of school.** In addition, grading information in Parent Portal could also be delayed until enrollments are final and staff has had the opportunity to prepare grading formats.

If you would like to receive your Parent Portal information (website address, username, and password) via e-mail, please be sure to include your e-mail address on the *Electronic Web Access Agreement*. If so, you will receive an e-mail from: parentportal@fruitlandschools.org.

USE OF PARENT PORTAL
1. Access to Parent Portal on the school district's system is a privilege, not a right.
   Users of Parent Portal are required to adhere to the following guidelines:
   a. User will act in a responsible, legal, and ethical manner.
   b. User will not attempt to access data or any other account owned by another user.
   c. User will not use Parent Portal for any illegal activity, including violation of data privacy laws.
   d. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.
   e. Users who identify a security problem with Parent Portal must notify the district's Technology Department immediately without demonstrating the problem to someone else.
   f. Users will not share their password with anyone, including their own children.
   g. Users will not set their own computer to automatically log-in to Parent Portal.

h. Users identified as a security risk to Parent Portal or the Fruitland School District network will be denied access to Parent Portal.

DATA INTERPRETATION INSTRUCTIONS
The data you will see in Parent Portal is extracted from the Infinite Campus Student Information System. Each area of data is updated on different schedules. Please review the following to become familiar with Parent Portal data expectations.

ATTENDANCE DATA
- High school – Absences and status are recorded hour by hour during the day.
- Middle school – Absences and status are recorded hour by hour during the day.
- Intermediate – Absences are recorded once in the morning and once in the afternoon.
- Elementary – Absences are recorded once in the morning and once in the afternoon.

DATA CONCERNS
Concerns about the data you find on Parent Portal should be addressed to the principal of your child's school.

TECHNICAL ISSUES WITH PARENT PORTAL
Technical issues should be directed to the district Parent Portal support e-mail at: parentportal@fruitlandschools.org.