

FRUITLAND SCHOOL DISTRICT PARENT PORTAL

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.

FRUITLAND SCHOOL DISTRICT
Electronic Web Access Agreement for viewing student information
via Fruitland School District Infinite Campus Parent Portal

I am requesting to review my child(ren's) student information on the school district's Parent Portal internet website. I have read the district's user expectations and computer requirements for Parent Portal and agree to abide by and support the expectations. I understand, in the interest of security, the district reserves the right to change user passwords or deny access at anytime. By signing this agreement I, as parent/guardian, release Fruitland School District from any and all liability for damages arising out of unauthorized access to my parent/guardian account. **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.* I agree to protect any information printed or transferred to my computer, or destroy the documentation generated from this site.

I understand that **three** unsuccessful logins will disable my account. If my account becomes locked, I will contact the technology department for Fruitland School District by emailing parentportal@fruitlandschools.org and request the account be unlocked. I will provide the "personal login ID" given to me at the time the account was created and answer any questions to verify my identity. In the sole discretion of the district, the account may be unlocked.

I have checked that the computer I will be using to access the internet site for viewing student information meets or exceeds the minimum requirements as identified on the Fruitland School District acceptable use and safety policy document.

PLEASE PRINT the names of all your children currently enrolled in Fruitland School District and residing at the address listed below. The information given on this form must match the enrollment information provided at registration.

Residence address: _____

Email Address: _____

Number to be contacted if questions: _____

Portal credentials will be sent to the email address listed above unless you do not have an email address. Please provide a mailing address with residence address above if different.

Child's Last Name	Child's First Name	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The district will keep the completed and signed form. Please fill out only one form per household. If you misplace your credentials, contact the district at parentportal@fruitlandschools.org and your information will be emailed to you.

Parent/Guardian Signature

Date

Please Print Parent/Guardian Name