

Infinite Campus Parent Portal Agreement for Access

What is the Infinite Campus Parent Portal?

Campus Portal is our tool for parents and students to access timely and secure student information such as class schedule, assignments and attendance. Campus Portal is a means to further promote educational excellence by enhancing our program of communication with parents and students.

All parents/students accessing the MSAD 40 Parent Portal automatically authorize that they have read and agree to the MSAD 40 Infinite Campus Parent Portal Acceptable Use Policy.

To set up a new Parent Portal Account:

If you have more than one child/student in different schools within MSAD 40, you need only visit one of those schools to set up a new account.

Please go to the school office of your student. The school administrative assistant will verify your parent/guardian status. You may be asked to present identification, so please bring a form of ID. You will be given an activation key number needed to set up your account along with instructions.

***If you already have an Infinite Campus user's account you will be able to log into the Parent Portal using your current user name and password.** If you can't remember what your user account and/or password is please contact your school office.

MSAD 40 Acceptable Use Policy for Infinite Campus Parent Portal Access

Infinite Campus Portal ("Portal") is a tool for parents and students to access online, timely, and secure information about their children or themselves. Each parent, legal guardian, and student may be provided with his/her own unique portal activation key for creating a user login and password for the Parent Portal. By activating the user account, parents/guardians and students agree to abide by and support the terms of use and user expectations set forth in this document.

SECTION I: User Expectations

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred. Those changes are influencing instruction and student learning. MSAD 40 supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/guardians, teachers, principals, and administrators. The School Department manages student information electronically on a secure Internet site. The Schools will make certain student education data available for viewing over a secure Internet connection only to authorized parents/guardians/students. Parents/guardians and students agree to comply with the terms set forth in this Agreement.

A) Rights and Responsibilities

This access is a free service offered to all current students and active parents/guardians of MSAD 40 Schools students at portal ready schools. Access to student information over the Internet is a privilege, not a right. Only after a family has enrolled their child(ren) will a parent/guardian or student be authorized to activate a Portal account. Once a student withdraws or graduates from the District such access will be deactivated. Parents/guardians, students, and staff must understand and practice proper and ethical use.

B) Information Accuracy Responsibilities

Information accuracy is the joint responsibility of school, parents/guardians, and students. Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, they will notify their school immediately.

C) Accessible Information

MSAD 40 reserves the right to discontinue the use of the Parent Portal at any time. MSAD 40 reserves the right to add, modify or delete functions viewed via the Portal at any time without notice, including, but not limited to, the functions of student demographic data, schedule, attendance and gradebooks.

D) Portal Access Agreement

Each parent/guardian and student must abide by all applicable MSAD 40 policies and procedures and by accessing the MSAD 40 Parent Portal automatically authorize that they have read and agree to the MSAD 40 Infinite Campus Parent Portal Acceptable Use Policy and all other applicable policies and procedures.

The MSAD 40 School Department, in its sole discretion, reserves the right to request that a parent/guardian bring photo identification to the school in order to verify his/her identity should any question arise concerning the validity of the acceptance of this Agreement.

E) Use of Portal

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

1. Parents/guardians and students agree to act in a responsible, ethical, and legal manner.
2. Parents/guardians and students will not attempt to harm or destroy the school, the district's data, or networks.
3. Parents/guardians and students will not attempt to access information concerning any students other than that of themselves for students or their own child(ren) for parents/guardians or any account assigned to another person.
4. Parents/guardians and students will not use the Portal or the MSAD 40 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.
5. Parents/guardians and students who identify a security problem within the Portal must notify their school immediately, without demonstrating the problem to anyone else.
6. Parents/guardians and students will not share their password or allow anyone other than himself or herself to use their Portal account.
7. Parents/guardians and students will not set any computer to automatically log in to the Portal.
8. Parents/guardians and students will log out of their Portal user account when they are not at their computer.
9. Parents/guardians and students who are identified as a security risk will be denied access to the site.

F) Security Features

1. 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 Portal site.
2. Three unsuccessful login attempts will disable the user's account. Until the school has verified the assigned user to the locked account, the account will remain locked. In order to use the account again the user will need to contact the school's front office.
3. The users will be automatically logged off if they leave their web browser open and inactive for a period of time.
4. The parent/guardian account will be permanently deactivated when his/her children have either withdrawn or graduated from MSAD 40 Public Schools, or a court action denies the parent/guardian access to his/her child's information.

G) Limitation of School District Liability

The MSAD 40 School Department will use reasonable measures to protect student information from unauthorized viewing. **THE DISTRICT WILL NOT BE LIABLE FOR UNAUTHORIZED USE OF THE DEPARTMENT'S SYSTEM OR INTERNET.** The School Department does not promise any particular level or method of access to the Portal for viewing student information. The School Department will not be responsible for actions taken by parents/guardians or students that compromise their student information. MSAD 40 reserves the right to limit or terminate the Portal for viewing student information without notice. All parents/guardians and students who use the portal to access their own or 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 MSAD 40 School Department employees and students. Account activity is electronically recorded.