**Portland Public Schools Parent Portal Agreement**

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. Portland Public Schools 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 and the student’s teachers. Portland Public Schools manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians with a secure connection over the Internet. All parents/guardians will comply with the Internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

**A) Rights and Responsibilities**

This access is a free service offered to all current and active parents/guardians and students in of Portland Public Schools. Access to student information from the Internet is a privilege, not a right. A parent/guardian will be authorized to activate a web account only after a family has enrolled their child(ren) in Portland Public Schools. Once a student withdraws or graduates from Portland Public Schools, their access will be inactivated. Parents/guardians, students, and staff must understand and practice proper and ethical use.

**B) Information Accuracy Responsibilities**

Information accuracy is the joint responsibility between schools, parents/guardians, and students. The district will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, they will notify their school immediately and provide proof of accurate information.

**C) Information Accessible**

Portland Public Schools reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

1) Attendance  
2) Schedule  
3) Assessments  
4) Reports  
5) Classroom Assignments (Middle and High School)  
6) Infinite Campus Parent/Guardian Portal Access Request Form

**D) Infinite Campus Parent/Guardian Portal Access Request Form**

Each parent/guardian must complete and sign the Infinite Campus Parent/Guardian Access Request Form before access will be given. See attached
E) Use of the System
Parents/guardians are required to adhere to the following guidelines:

1) Parents/guardians will act in a responsible, ethical and legal manner.
2) Parents/guardians will not attempt to harm or destroy the school or the district’s data or networks.
3) Parents/guardians will not attempt to access information or any account assigned to another user.
4) Parents/guardians will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws would be subject to Civil and/or Criminal prosecution.
5) Parents/guardians who identify a security problem within the Portal must notify their school immediately, without demonstrating the problem to anyone else.
6) Parents/guardians will not share their password with anyone, including their own child(ren).
7) Parents/guardians will not set their computer to automatically login to the Internet site.
8) Parents/guardians identified as a security risk will be denied access to the site.

F) Security Features

1) Access is made available with a secure Internet site. Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed/electronic documentation generated from this site.
2) Three unsuccessful login attempts will disable the user’s account. Until the District 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 email the school. Families with students in one or more schools need to email only one school.
3) 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 inactivated when all their child(ren) have either withdrawn or graduated from Portland Public Schools, or a court action denies the parent/guardian access to the student’s information.

G) Limitation of School District Liability

Portland Public Schools will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet. The District does not promise any particular level or method of access to the Internet site for viewing student information. The District will not be responsible for actions taken by the parent/guardian that would cause compromise of their student information. The District reserves the right to limit or terminate the Internet site for viewing student information without notice. All parents/guardians who use the parent portal to access their child(ren)’s information consent to electronic monitoring and understand that this is a private network used as an educational tool by Portland Public Schools employees. Account activity is electronically recorded.

H) Obtaining Support

Please read if your account is blocked due to three unsuccessful login attempts. This process could take several school days.
• Parents/Guardians must request unlocking their account by emailing the secondary school. For Parents/Guardians of students in one or more schools you need to email only one school.

• For verification, your email address must match the one Portland Public Schools has on file.

• Once the District has confirmed the Parent/Guardian identification, the account will be reset.

P29- ENG IC Parent Portal Agreement (updated 2-9-16)
PORTLAND PUBLIC SCHOOLS
INFINITE CAMPUS PARENT/GUARDIAN PORTAL ACCESS REQUEST FORM

Portland Public Schools can provide access to student information via the Campus Portal. In order to protect the confidentiality of student records, all parents/guardians who want to use this service are required to fill out this and return it with the other required forms in the opening-day packet or in person to any one of your student(s)’ schools.

Note: Filling out just one of these forms will give you access to all of your children in all Portland schools. If you currently have portal access, please disregard this form.

PLEASE PRINT

➢ Parent/Guardian Name: (one parent/guardian per form)

➢ Parent/Guardian Home Address:

➢ Parent / Guardian E-Mail Address: (If no email, please visit school office)

➢ Parent / Guardian Primary Phone Number:

I certify that all of the above information is true and I have legal authority to access the records of my child(ren)

Signed: ___________________________ Date: ____________________

Parent/Guardian Signature (mm/dd/yyyy)

Important – Once the information provided above is verified and processed, you will receive your Infinite Campus Activation Key via email. When you receive your Activation Key, you will be able to sign up to access the Parent Portal. Follow directions sent to you or posted here: www.portlandschools.org/district_home/parent_resources/

Office Use Only:

Date Returned: ________________  □ Verified Email Address  □ Verified Home Address

□ Verified Primary Phone Number □ GUID Emailed  □ GUID given by hand

Portland Public Schools Infinite Campus Parent Access Request and AUP – revised February 9, 2016

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