

Rutland City Public Schools

Parent/Guardian Access Request Form-Infinite Campus Parent Portal

The Rutland City 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 wish to use this service are required to read the *Parent Portal Acceptable Use Agreement*, and **sign and return this request form**. Forms may be returned in person, by mail, or sent in with your child.

Please Print

Parent/Guardian Name (*one name per form*) _____
(First Name, Middle Initial, Last Name)

Are you an employee for the Rutland City School District? Yes ____ No ____

Parent/Guardian Home Address: _____

Please list all children in household who are/will be enrolled in Rutland City Public Schools.

<i>First, Middle, Last Name</i>	<i>Your relationship to student</i>	<i>Do you reside with student? (Yes or No)</i>	<i>School</i>	<i>Grade Level</i>	<i>Student signature for Access to Infinite Campus Parent Portal. Student certifies that they have read the Acceptable Use Agreement and will comply.</i>

I certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above. I also certify that my children and I have read the Acceptable Use Agreement and will comply with the requirements set forth in the document.

Signed: _____

Date: _____

⇒ *Signature must be that of the Parent/Guardian shown on the first line.*

(mm/dd/yyyy)

Important

Once the information provided above is verified and processed, you will receive your Infinite Campus Activation Key via US Mail. When you receive your activation key, you will be able to access the Parent Portal through the RCPS website: <http://rutlandcitypublicschools.org/> and create a user name and password.

Please add your email to your campus portal account.

Office Use Only: Date Returned: _____

Parent Portal Access

Verify address and household Activation Key Provided - Date: _____ Initials: _____

⇒ **Completed Forms should be forwarded to Marilyn Edwards at Rutland High School.**

RUTLAND CITY PUBLIC SCHOOL PARENT PORTAL ACCEPTABLE USE AGREEMENT

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. The Rutland City Public School District 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.

The Rutland City Public School District 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 of the Rutland City Public School District. 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 the Rutland City Public School District. Once a student withdraws or graduates from the Rutland City Public School District, 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 the inaccurate information.

C) Information Accessible

The Rutland City Public School District 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. Personal Data
2. Attendance
3. View/Print Schedules
4. Grade book and Assignments
5. Assessment
6. Reports
7. High School Transcripts
8. Graduation Planner

D) Electronic Web Access Agreement

Each parent/guardian must complete and sign an Infinite Campus Parent/Guardian Access Request Form. After verification of information on the form, the school district will establish an account.

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 the Director of Technology immediately (802-773-1900), 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 or remember their user name and password.
8. Parents/guardians identified as a security risk will be denied access to the site.

F) Security Features

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.

1. Five 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 contact the District Office.
2. The users will be automatically logged off if they leave their web browser open and inactive for a period of time.
3. The Parent/guardian account will be inactivated when all their child(ren) have either withdrawn or graduated from Rutland City Public School District, or a court action denies the parent/guardian access to the student's information.

G) Limitation of School District Liability

The Rutland City Public School District 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 Rutland City Public School District employees. Account activity is electronically recorded.

Section II: Parent Portal Access and use:

A) Initial Account Request and Setup

For Parents/Guardians who do not currently have a parent portal account but have a child already enrolled:

1. Each parent/guardian only needs to complete one Infinite Campus Parent/Guardian Access Request Form for all children in their household.
2. For security reasons, the school district official reserves the right to verify parent identification with official photo identification.
3. The parent requesting the account will be mailed an Activation Key. The district will file the completed and signed form.

B) Account Unlock Procedures

Parents/Guardians must request unlocking their account in person at the District Office by presenting official photo identification.

1. Once the District has confirmed the Parent/Guardian identification, a request to reset the account will be made. Staff will reset the password and notify the parent/guardian of the new password via email.
2. Note: This process could take 3 - 5 full school days.