



Greene County CSD-- Parent Agreement Electronic Student Information System and Records Form

Purpose: To provide parents/guardians and eligible students the opportunity to view student data and information over the Internet. Information may include but is not be limited to grades, assignments, behavior, and attendance from the District’s student information system. (Infinite Campus)

I am requesting access to my student information on the Greene County CSD Internet web site. I agree to abide by and support the expectations listed below. I understand, for the interest of security, the District reserves the right to change user passwords or deny access at anytime. By signing this agreement I, as a user, release the Greene County School District from any and all liability for damages arising out of the unauthorized access to my portal account. I agree to protect any information printed or transferred to my computer, or destroy the documentation generated from this site.

IMPORTANT: If disclosure of student/family information occurs or if access privileges need to change, then the eligible Portal User must notify the school and request a change in their log-in and password. A request for a change will only be honored for that users access. If a student needs to request a new password or username, that request must be made in person to the office of the building that student attends.

For your protection, accounts are disabled after three unsuccessful attempts to log in using an incorrect *password*. If your account is disabled, you will see this message: *"Your user account has been disabled! Contact your system administrator."* Please contact the Technology Office at 386-3613 or e-mail portal@jscsd.org to have it unlocked. I recognize that it may take as much as 3 school days for the account access to be restored.

1. All records, data, or information related to individual students shall be treated as **confidential**, and shall be maintained in the manner that will assure the privacy of students and parents. Parents/guardians and eligible students are only granted access to the electronic information via a unique user ID and strong password.
2. Your signature on the accompanying form indicates that you have carefully read and understand the significance of the terms and conditions set forth and will remain in effect for the duration of my enrollment with the Greene County CSD.
3. The Greene County CSD is committed to maintaining the confidentiality of educational records and any other student information from the District’s student information system. I will not allow anyone else to use the account or view the data.
4. Portal Users will not attempt to harm or destroy data of their children, another user, school, or district network.
5. Parents will not use the Campus Portal for any illegal activity including violation of Data Privacy laws. Anyone found to be violating the laws would be subject to civil and/or criminal prosecution.
6. Parents will not access data or any account owned by another parent/student.
7. Parents who identify a security problem with Campus Portal must notify the Technology Office, 515-386-3613 immediately without demonstrating the problem to anyone else.
8. Individuals who are identified as a security risk to the Campus Portal or any other Greene County CSD computers or networks, will be denied access to the Campus Portal.
9. All data that is accessible on the Campus Portal is unofficial. This includes, but is not limited to, attendance, transcripts, and class assignments.

Parents/Students will have access to the following unofficial data:

- *Attendance*, • *Transcripts*, • *Class assignments for current classes* • *Behavior* - updates will vary from class to class. Parents can expect that grades for an assignment will be posted seven days after that assignment has been turned in (teachers will need adequate time to grade all of the student work and to post scores). Teachers are requested to enter grades at least once per week.

Student Name(s): _____

Parent Signature: _____

Print Parent Name: _____

Date: _____

e-mail address (please print legibly) _____

Return Form To Building Principals Office