

Katonah-Lewisboro School District

Infinite Campus Parent Portal Agreement

Section I: User Expectations

The Katonah-Lewisboro School District manages student information electronically and will make student education records available for viewing only to authorized parents/guardians, via a secure connection over the Internet. All eligible parents/guardians must comply with the terms outlined in this Agreement.

A) Rights and Responsibilities

This access is an optional, free service offered the current parents/guardians of the students of the Katonah-Lewisboro School District. Access to student information over the Internet is a privilege, not a right. Once a student withdraws or graduates from the Katonah-Lewisboro School District, such access will be deactivated. Parents/guardians must understand and practice proper and ethical use of the system.

B) Information Accuracy Responsibilities

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

C) Use of the Parent Portal

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 harm or destroy, or attempt to harm or destroy the school or the District's data or networks.
- 3) Parents/guardians will not access information, or attempt to access information concerning any students other than that of their own child(ren) or any account assigned to another person.
- 4) Parents/guardians will not use the Parent Portal or the District's networks 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 who identify a security problem within the Parent Portal must notify the District immediately, without demonstrating the problem to anyone else.
- 6) Parents/guardians will not share their Parent Portal account information with anyone outside of their immediate household.
- 7) Parents/guardians will not set any computer to automatically log in to the Parent Portal.
- 8) Parents/guardians will log out of their Parent Portal user account when they are not at their computer.

Note: The District reserves the right to deny access to this site to any parent/guardian at its discretion.

D) Security Features

- 1) Access is made available through a secure Internet site.
- 2) After three unsuccessful login attempts, the user's account will be disabled. If the user has established Security Settings in the Account Maintenance tab, he/she will be able to make use of the "I Forgot My Username" and "I Forgot My Password" functionality. Otherwise, until the user notifies the District requesting re-activation, and the District has verified the user assigned to the account, the account will remain disabled.
- 3) The parent/guardian will be automatically logged off if they leave their web browser open or inactive for a specified period of time.
- 4) The parent/guardian's account will be permanently deactivated when his/her child(ren) have either withdrawn or graduated from the Katonah-Lewisboro School District, or a court action denies the parent/guardian access to the student's information.

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E) Limitation of School District Liability

The District will use reasonable measures to protect student information from unauthorized access. The District assumes no liability for unauthorized use of or access to its system. The District assumes no liability for financial obligations arising from the unauthorized use of the District's system. The District assumes no responsibility for parent/guardian action or inaction that results in a compromise of his or her child's student information. The District reserves the right to limit or terminate access to the Internet site for purposes of viewing student information. The District further reserves the right to revise the terms of access at any time with or without notice and for any reason in the District's sole discretion.

The District does not sponsor, advertise for or receive any compensation from Infinite Campus. Please be advised that by using this website, users consent to the terms of use. Users understand and agree that this website is offered as a convenience and users are not obligated to utilize the site. The student management system is not maintained or owned by the District. The District does not assume any responsibility for errors, harm or damage that may result from the use of this website including consequential, direct, indirect, incidental or special damages. Users understand and agree that the District shall not be liable for any actions, claims, suits, damages, losses or expenses of any kind arising out of or connected with the use of the Parent Portal. The term "use" means: registration, access to and viewing of student records; or account transactions made in connection with the Parent Portal. Users agree to use this site at their own risk. Users further agree to indemnify and save harmless the District from any and all actions, suits, damages, loss, claims of loss or expenses of any kind caused by or arising from the use of this website. Your use of this website shall be deemed acceptance of the foregoing terms.

Section II: Parent Portal Access

A) Initial Account Request and Setup

In order for a parent/guardian to view student information:

- 1) Each parent/guardian requesting a Parent Portal user account must first sign and agree to the terms of this Parent Portal Agreement;

- 2) Once the information on the submitted form is verified, the District will provide to the parent/guardian a unique Activation Key for creating a username and password. The parent/guardian must maintain the confidentiality of this Activation Key. In addition, information regarding the procedure for activating an account will be provided.

B) Reactivating Account Procedures

After three unsuccessful login attempts, the parent/guardian's account will become disabled:

- 1) If the user has established Security Settings in the Account Maintenance tab, he/she will be able to make use of the "I Forgot My Username" and "I Forgot My Password" functionality. Otherwise:

- 2) The parent/guardian must send an email to parentportal@klschools.org in order for their account to be re-activated. This email must contain the parent/guardian's full name, home phone number, portal user account name and a description of the problem or request.

- 2) It may take up to 48 hours for the account to be reset and notification sent back to the parent/guardian.

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C) System Requirements and Support

Infinite Campus recommends Internet Explorer 9.0 or higher on a PC, and Safari 6 or 7 for Macintosh computers. Campus also supports the most recent version of Google Chrome or Mozilla Firefox. In addition, you will need to have Adobe Acrobat Reader 7.0 or higher installed on your machine. Adobe Acrobat Reader software can be downloaded at the following website: <http://get.adobe.com/reader/>.

PLEASE COMPLETE THIS AGREEMENT FORM AND PRESENT IT TO THE SCHOOL OFFICE.

PARENT PORTAL AGREEMENT FORM

By Signing this form, I, as a parent/guardian in the Katonah-Lewisboro School District, verify and acknowledge that:

- I am requesting access to view my child's/children's student information on the Katonah-Lewisboro School District Infinite Campus Parent Portal website.
- I am at least 18 years of age, and able to be legally bound by the terms of this Agreement.
- I release and hold harmless the Katonah-Lewisboro School District from any and all liability for damages arising from the use of the Infinite Campus Parent Portal, including, but not limited to, unauthorized access to my parent/guardian account, and unauthorized use of this account.
- I agree to protect any information that is printed or transferred to my computer electronically from the District's Infinite Campus Parent Portal.
- I agree to keep my username and password secure, and will not share this information with anyone outside of my immediate household. This information will only be accessible to myself; and I will not set my browser settings to automatically login to the Infinite Campus Parent Portal.
- I understand that, in the interest of security, the District reserves the right to change passwords or deny access at anytime.
- I understand that after three unsuccessful login attempts, my account will become disabled; if my account becomes disabled, and I have not established my Security Settings, I must request re-activation via an email to parentportal@klschools.org. It may take up to 48 hours for the password to be reset and notification sent back to me.
- I understand that no technical support for home computer equipment is provided by the Katonah-Lewisboro School District.
- 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 listed in the System Requirements and Support documentation.

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**I have read, understand and agree to the terms outlined in Pages 1-3 of the Portal Agreement.
I certify that I have the legal authority to access the records of the students listed below.**

Parent/Guardian's Name (please print)	
Parent/Guardian's Home Address	
City/State/Zip	
Home Telephone Number	
Email Address	
Full name of child(ren) / school attending, for student records being requested	

PLEASE SIGN AND DATE BELOW:

Signature:

Date:

For Office Use Only:

Date Received:

Initials:

Identification Checked

Activation Key Issued