

## ADLAI E. STEVENSON HIGH SCHOOL DISTRICT 125

### INFINITE CAMPUS PARENT PORTAL PARENT/GUARDIAN ACCEPTABLE USE POLICY/LOGIN APPLICATION

Dear Parent/Guardian,

To assist parents in monitoring their child's progress, enhance communication with parents, and further promote educational excellence, Stevenson High School is pleased to provide access to student information to parents/guardians through the Stevenson Parent Portal. The Stevenson Parent Portal is available via our student management system, Infinite Campus, at any time and anywhere that an Internet connection is available. Data will be available for all students enrolled at Stevenson. Parent/guardian accounts are issued per individual, not per household.

**User accounts are provided on an individual basis. Each parent/guardian must request his/her own user account by completing the online request process.** Once the request has been completed, a letter outlining login directions and user credentialing will be sent to the user's address. This requirement allows us to better protect the privacy of student records. Stevenson reserves the right to deny or revoke access to the Stevenson Parent Portal.

Please be aware that all students at Stevenson High School will have access to the student section of the Stevenson Portal to view their own data. Students will see the same data that the parent/guardian sees, however, parents/guardians will be able to access data for all of their children through one username and password while students are restricted to viewing their own data. Acceptable use of the Stevenson Portal for students is covered by the *Acceptable Use Guidelines Regarding Access and Use of District Information Services Systems* which is required to be signed by/for all students each school year.

The requesting of User Account access **does not** need to be completed each year by parents/guardians. Once an account has been established, the account will remain available as long as the user has a student enrolled. Please note that the Stevenson Portal will be available to parents/guardians and students beginning in the 2<sup>nd</sup> week of school each school year and will be deactivated 2 weeks after school has dismissed for the summer.

Through the Parent Portal, parents/guardians will be able to view unofficial data about their children. This data includes, but is not limited to, demographic information, grades, and class assignments for current classes. Please note that updates to assignments and grades will vary from class to class and grade to grade. Teachers will need adequate time to grade student work and to post their scores.

Use of the Parent Portal is a privilege, and every user is expected to act in a responsible, ethical and legal manner. Therefore, users of the Parents Portal are required to adhere to the following guidelines:

1. Each user will read, complete and acknowledge the Stevenson Infinite Campus Portal Acceptable Use Guideline/Login Application.
2. All data that is accessible on the Parent Portal is unofficial.
3. Users will not share their username and password to the Parent Portal with anyone, including their children.
4. Users will not attempt to access data or the account of another parent/guardian.
5. Users will not attempt to harm or destroy data of their own children, of another user, school or district network, or the Internet.

6. Users will not use the portal for any illegal activities, including violation of Data Privacy Laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
7. If a user identifies a security issue with the Stevenson Portal, as soon as the issue is discovered and without demonstrating the issue to anyone else, the user must inform Stevenson immediately by e-mailing portal support at [dataservices@d125.org](mailto:dataservices@d125.org). Please include your daytime contact information in that e-mail along with the description of what has been identified.
8. Users who are identified as a security risk to the Stevenson Portal will be denied access to the Parent Portal.
9. Users will log off their portal sessions and not leave their computer unattended while logged into a Portal session.

For additional information regarding computer system requirements and security features of the Stevenson Portal, please see the Infinite Campus link at [d125.org](http://d125.org).

By signing this acceptable use policy/application form, you are agreeing to its guidelines. Upon receipt of this signed form along with the proper identification, an activation key and instructions will be provided for you to create your Stevenson Parent Portal account.

I anticipate having access to records to the following students enrolled at Stevenson (please print):

| Legal Name | Grade | Relationship to Student |
|------------|-------|-------------------------|
| _____      | _____ | _____                   |
| _____      | _____ | _____                   |
| _____      | _____ | _____                   |

All fields must be completed for each child. Please attach an additional page, if necessary.

I have read the Stevenson Portal Parent/Guardian Acceptable Use Policy, and I agree to abide by and support the rules. I understand that if I violate any term of this Acceptable Use Policy, that I may lose my privileges to use the Parent Portal and may be liable for civil and/or criminal consequences.

#### PORTAL USER INFORMATION

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

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#### For Office Use Only

Date Received: \_\_\_\_\_ ID Checked by (initials): \_\_\_\_ Activation Key Issued: YES NO

Application Denied by: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

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Please return by mail, fax:

By Mail:

**Adlai E. Stevenson High School**

**Data Services**

**1 Stevenson Dr.**

**Lincolnshire, IL 60069**

By Fax:

**847-955-9101**