

West Islip Public Schools

100 Sherman Avenue
West Islip, New York 11795
(631) 893-3200 x 1571
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SUE HUSCLOWITC
Director of Instructional Technology
and Student Information

September 2011

Dear Parent or Guardian:

The West Islip School District is pleased to offer you web-based access to the Infinite Campus Parent Portal, a feature of our student information management system. Through the Infinite Campus Parent Portal, parents/guardians will be able to view unofficial data about their children.

The Portal will assist you in monitoring the progress of your children in school, and increase the District's ability to communicate with you. Once you have activated your account, you can use the Portal to review information concerning:

<i>Attendance*</i>	<i>Class Schedule</i>	<i>Missing Assignments (grades 6-12)</i>
<i>Report Cards/Progress Reports</i>	<i>Immunization Records</i>	<i>Test and Quiz Grades (grades 6-12)</i>
<i>Family Calendar</i>	<i>State Assessment Results</i>	<i>Demographic Information</i>

Please note that each parent/guardian will have his/her own unique *user logon* to the system. In order to gain access to the Parent Portal, *each* parent/guardian must complete a separate **Portal Agreement** form that follows. Acceptable Use/User Guidelines are also below for your review. Each parent/guardian account will provide access to information concerning all of his/her children attending District schools. Please return the completed form(s) by: sending it to the school of one of your children, mail it to the address noted on the form, or fax it to 631-893-3215.

Upon verification of the information on the form, each parent/guardian will receive a unique "**portal activation code**" which can be used set up an account on the Portal. Logon and navigation information will also be provided. This information will be mailed to your home. Please allow 5 school days processing time.

The District has established a Parent Portal help desk. If you have questions about the Portal, you may email them to campus.portal@wi.k12.ny.us. Please include your name and a daytime telephone number if you require a telephone response.

We know that this will be an important tool for you to gain information about your child's progress in school and we welcome this additional means of communication with parents. Thank you for your cooperation during the continued implementation of this initiative.

Sincerely,



Sue Huscilowitc
Director of Instructional Technology
and Student Information

Notes:

* Attendance: The Portal presents information on a real-time basis. This means that parents accessing attendance information during the school day might notice an absence that has not yet been cleared (e.g. Music lesson, Guidance appointment, etc.)

West Islip Union Free School District

**Electronic Web Access Agreement for Viewing Student Information
Via the West Islip School District Infinite Campus Parent Portal**

I am requesting access to view my child's/children's student information on the West Islip 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 have read the *West Islip School District Acceptable Use/User Guidelines for the Infinite Campus Parent Portal*, and agree to abide by and support the terms of use and user expectations to insure the safety and privacy of each student. I understand that, for security purposes, the District reserves the right to change user passwords or deny parent/guardian access at any time and without prior notice.

By signing this agreement, I, as parent/guardian, release the West Islip Union Free School District from any and all liability for damages arising from unauthorized access to my parent/guardian account.

I agree that I will not share my password or allow anyone other than myself to use the account, including my own child/children.

I agree to protect or destroy any printed or electronic information generated from the District's Infinite Campus Parent Portal.

I understand that three unsuccessful login attempts will disable my account. If my account becomes disabled, I will notify the district's *Infinite Campus Help desk* via email at campus.portal@wi.k12.ny.us, and request that my account be unlocked. I will provide the user login name established at the time the account was created, and answer questions to verify my identity. The District, in its sole discretion, may require that I bring photo identification or notarized documentation to the school in order to verify parent/guardian identity.

I have checked that the computer I will be using to access the Infinite Campus Parent Portal meets, or exceeds, the minimum requirements as identified in the *User Guidelines*. I understand that the District is not responsible for assisting with technical difficulties with my home computer.

PLEASE LEGIBLY PRINT ALL REQUESTED INFORMATION

The information provided on this form must match the information recorded in the District's records.

Parent/Guardian Family Name: _____ First Name: _____

Residence Address: _____
(House Number and Street)

(Town, State, Zip Code)

Home Phone Number: _____ Cell Phone Number: _____

Email Address: _____

List the names of all your children currently enrolled in West Islip Public Schools.

Child's First Name	Child's Last Name	Child's Date of Birth	West Islip School Attending	Grade

(Parent/Guardian Signature)

(Date)

Please return completed forms to the Main Office of your child's school, mail or fax to:

West Islip School District
Attn: Infinite Campus Help Desk
100 Sherman Avenue
West Islip, NY 11795
Fax: 631-893-3215

West Islip Union Free School District
Acceptable Use /User Guidelines for the Infinite Campus Parent Portal

The Infinite Campus Parent Portal (“Portal”) is a tool for parents/guardians to access online, timely, and secure information about their children. Each parent or legal guardian will be provided with his/her own unique “portal activation key” for creating a user login and password for the Portal. By signing *Electronic Web Access Agreement for Viewing Student Information* (“Portal Agreement”) and activating the user account parents/guardians agree to abide by and support the terms of use and user expectations set forth in this document.

Section I: User Expectations

The West Islip School District (“District”) supports access by parents/guardians to informational resources that will improve participation in a child’s education and improve communication between parents/guardians and the schools.

The District maintains student information electronically, and will make certain student education data available for viewing only to authorized parents/guardians with a secure Internet connection. The District maintains a secure Internet site to allow parent/guardian access to this information. Parents/guardians agree to comply with the terms set forth in this document and the Portal Agreement

(A) Rights and Responsibilities

- Access to the Portal is a free service offered to all parents/guardians of students actively enrolled in the District.
- When a student graduates or withdraws from the District, access to that student’s information will no longer be available through the Portal.
- Access to student information via the Portal is a privilege, not a right. Parents/guardians must practice proper and ethical use of this site.

(B) Information Accuracy Responsibilities

Information accuracy is the joint responsibility of the District, parents/guardians, and students. The District will make every attempt to ensure that information is accurate and complete. If a parent/guardian discovers any inaccurate information, he/she should immediately notify the Main Office of his/her child’s school. The parent/guardian may be required to provide documentation to resolve the inaccuracy.

(C) Available Information

- The District reserves the right to discontinue the use of the Portal and/or add, modify, or delete functions and information available on the Portal at any time without notice, including, but not limited to, information concerning:
 - Attendance
 - Class Schedule
 - Progress Reports
 - Report Cards
 - Grades
 - Immunization Records

- Assessment Results
- School Fees

(D) Portal Access Eligibility

Each parent/guardian of students actively enrolled in the District is eligible to apply for access to the Portal. Each parent/guardian must complete and sign the Portal Agreement form, and agree to be bound by these *Acceptable Use/User Guidelines* (“Guidelines”). After so agreeing, the District will verify the information on the Portal Agreement. Upon verification, the District will provide the parent/guardian with his/her own unique portal activation key for creating a user login and password to view certain information related to his/her children identified in current District records. The District, in its sole discretion, reserves the right to request that a parent/guardian bring photo identification or notarized documentation to the school in order to verify his/her identity.

(E) Use of the Portal

Parents/guardians (“Users”) are required to adhere to the following guidelines:

- 1) Users agree to act in a responsible, ethical, and legal manner.
- 2) Users will not attempt to harm, modify, or destroy the District’s data or networks.
- 3) Users will not attempt to access information concerning any students other than that of their own child(ren), or any account assigned to another person.
- 4) Users will not use the Portal or the District’s networks for any illegal activity, including, but not limited to, violation of Federal or State Data Privacy Laws. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.
- 5) Users who identify a security problem with the Portal must immediately notify the Portal Help Desk via email at campus.portal@wi.k12.ny.us .
- 6) Users will not share their password or allow anyone other than themselves to use their Portal account, including their own child(ren).
- 7) Users will not set any computer to automatically log in to the Portal.
- 8) Users will log out of their Portal account when they are not at their computer.
- 9) Any user identified as a security risk will be denied access to the Portal.

(F) Security Features

- 1) Access is provided through a secure Internet site. Account holders are responsible for not sharing their passwords, and to properly protect or destroy any printed or electronic information generated from the Portal.
- 2) Three unsuccessful login attempts will disable a user’s account. If a user’s account becomes disabled, the user will notify the district’s Infinite Campus Help desk via email at campus.portal@wi.k12.ny.us , and request that the account be unlocked. The user will provide the user login name established at the time the account was created, and answer questions to verify identity. The District, in its sole discretion, may require

that the user bring photo identification or notarized documentation to the school in order to verify parent/guardian identity.

- 3) Users will be automatically logged off if they leave their web browser open and inactive for a period of time.
- 4) User accounts will be deactivated when the user no longer has children actively enrolled in the District, or a court action denies parent/guardian access to his/her child(ren)'s student information.

(G) Limitation of District Liability

The District will use reasonable measures to protect student information from unauthorized viewing. THE DISTRICT WILL NOT BE LIABLE FOR UNAUTHORIZED USE OF THE DISTRICT'S COMPUTER SYSTEMS OR THE INTERNET. The District does not promise any particular level or method of access to the Portal. The District will not be responsible for actions taken by parents/guardians, students or any other individuals that compromise student information. The District reserves the right, in its sole discretion, to limit or terminate the Portal without notice. The District also reserves the right, in its sole discretion, to limit or deny access to any user who is in violation of the terms of these Guidelines. All parents/guardians who use the Portal consent to electronic monitoring, and understand that they are granted access to a private network used as an educational tool by the District, its employees and students. Account activity is electronically monitored and recorded.

Section II: Portal Access and Use

(A) System Requirements

- The Portal may be accessed from any computer with Internet connectivity, and an up-to-date web browser.
- To access the Portal site, click on the "Parent Portal" link on the District's home page at www.wi.k12.ny.us.
- Infinite Campus suggests that the Portal is best viewed from a PC running Windows XP or newer with Internet Explorer 7.0 or higher, or Mozilla Firefox 3.0.4 or higher.
- For Macintosh computers it is suggested that the Portal is best viewed using Mozilla Firefox 3.5x or higher or Safari 3.x or higher.
- Adobe Acrobat 7.0 or higher is needed in order to view reports generated by the Portal.

(B) Account Request and Setup

- Each parent/guardian of students actively enrolled in the District is eligible to apply for access to the Portal.
- Each parent/guardian must complete and sign the Portal Agreement form, and agree to be bound by these *Acceptable Use/User Guidelines*. One form per parent/guardian will provide access to all of his/her children enrolled in District schools.
- After so agreeing, the District will verify the information on the Portal Agreement.

- Upon verification, the District will provide the parent/guardian with his/her own unique portal activation key for creating a user login and password to view certain information related to his/her children identified in current District records.
- The District, in its sole discretion, reserves the right to request that a parent/guardian bring photo identification or notarized documentation to the school in order to verify his/her identity.

(C) Support

- Users should refer to the support documents which can be accessed by clicking on the "Parent Portal" link on the District home page at www.wi.k12.ny.us. These documents include directions for logging in to the Portal, for navigating and accessing the various features of the Portal.
- For assistance with the Portal, users may contact the District's Portal Help Desk via email at campus.portal@wi.k12.ny.us. Please include your name, user name, a brief description of your question or request. If you wish to be contacted by telephone, please provide a daytime phone number. Please do not call the District directly for telephone support.
- Support service may be offered by the District as an accommodation only, and the District does not guarantee or warranty the adequacy or accuracy of such support service.
- The District cannot troubleshoot or provide support for issues on user's personal computer systems.

(H) Acceptable Use

Users agree to abide by the following guidelines when accessing the Portal:

- 1) Users shall not seek to learn or change or share users' passwords, modify other users' files or data, or misrepresent other users of the network.
- 2) Users shall not intentionally disrupt the use of the network or devices attached to the network.
- 3) Users agree that hardware or software shall not be destroyed, modified, damaged, or abused in any way.
- 4) Malicious use of the system to develop programs or computer viruses that harass other users, infiltrate a computer or computer system, damage the software components of a computer or computer system are prohibited.
- 5) Loading, transmitting, or intentionally receiving hate mail, harassing content, and/or other antisocial content is prohibited on the system.
- 6) Use of the system to process or upload or download pornographic material, inappropriate files, illegal software, or files dangerous to the network or any attached device are prohibited.
- 7) Software and some content are protected by copyright laws: therefore users will not make unauthorized copies of software or media or other copyrighted content found on the District's system.
- 8) The District has no control and assumes no responsibility for the ever-changing content of web sites that may be linked to this site. The District assumes no responsibility for the content of any linked site.