

Chappaqua Central School District

**Portal Agreement for viewing student information through the
Chappaqua Central School District Infinite Campus Portal**

I am requesting access to my child/children's student information through the Chappaqua Central School District Infinite Campus Portal.

I have read the Chappaqua Central School District Acceptable Use Policy/User Guidelines for the Infinite Campus Portal (p.3-5) and agree to abide by and support the expectations. I understand that for security purposes, the District reserves the right to change user passwords or deny parent/guardian access at any time. By signing this agreement I, as parent/guardian, release the Chappaqua Central School District from any and all liability for damages arising out of the 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 understand that three unsuccessful logins will disable my account. If my account becomes locked, I will email the District's Infinite Campus Portal Support at portal.support@ccsd.ws and request that the account be unlocked (verification of identity will be required). I understand that it may take up to 5 school days to have my account unlocked. I will provide a unique non-shared email address below.

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 identified in the system requirements (p.4) and that the District is not responsible for assisting with technical difficulties on my home computer.

Please list the names of your child/children currently enrolled in the Chappaqua Central School District along with your address and phone numbers. The information given on this form must match the enrollment information on file. **This information will be used for verification purposes only and will not be used to update the information on file, except for the email address, which we will update and is required.**

Residence Address: _____

Email Address: _____

Home Phone Number: _____

Cell Phone Number: _____

Please Print (Child's first and last name must be written as registered in the school's records.)

Child's First Name	Child's Last Name	Child's Birth Date	School Attending

Parent/Guardian Signature

Please Print Parent/Guardian Name

Date

Please sign and return this page to:

ATTN: Business Office, Chappaqua Education Center, 66 Roaring Brook Road, Chappaqua, NY 10514

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Chappaqua Central School District

Acceptable Use Policy/User Guidelines for the Infinite Campus Portal

Section I: User Expectations

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. The Board of Education supports access by parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between parents/guardians and the student's teacher(s).

The Chappaqua Central School District manages student information electronically and will make student education records available for viewing only to authorized parents/guardians with a secure connection over the Internet. All eligible parents/guardians will be expected to comply with the District's Acceptable Use Policy for the Infinite Campus Portal and all technology regulations/procedures, as well as all other District policies that may apply.

Electronic Access to Student Information Regulation

The Chappaqua Central School District uses a secure Internet site to enable electronic access to student information; enhancing communication among our parents/guardians, teachers, and administrators.

A) Rights and Responsibilities

Access to the Infinite Campus Portal is a free service offered to all current and active parents/guardians of the Chappaqua Central School District. Once a student withdraws or graduates from the Chappaqua Central School District their account will be deactivated.

Access to student information from the Internet is a privilege, not a right. Parents/guardians must practice proper and ethical use.

B) Information Accuracy Responsibilities

Information accuracy is the joint responsibility among schools, parents/guardians, and students. Each school will make every attempt to ensure that information is accurate and complete. If parents/guardians discover any inaccurate information, they should notify their school immediately. They may be required to provide proof that the information is inaccurate.

C) Accessible Information

The Chappaqua Central School District reserves the right to add, modify or delete functions viewed through the Infinite Campus Portal at any time without notice, including, but not limited to, the functions listed below.

- Attendance
- Class Schedule
- Assessments – Regents Exam Scores
- Family Demographic Information
- School Calendar
- Email Address Update

D) Portal Eligibility

Each parent/guardian of students who are currently enrolled in grades K -12 is eligible to apply for access to the Infinite Campus Portal, by signing the Portal Agreement (p.1). After receipt of the Portal Agreement, the District will establish a parent/guardian 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 an account assigned to another user.
4. Parents/guardians will not use the information on this portal for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws may 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 or the Superintendent of Schools immediately, without demonstrating the problem to anyone else.
6. Account holders are responsible for protecting their passwords. Parents/guardians will not share their password with anyone, including their own child/children.
7. Parents/guardians will not set their computer to automatically login to the Internet site.

F) Security Features

1. Access is made available with a secure Internet site.
2. Three unsuccessful login attempts will disable the user's account. Until the school 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 email the District's Infinite Campus Portal Support at portal.support@ccsd.ws.
3. Users will be automatically logged off if they leave their web browser open and inactive for a period of time.
4. The student's information may no longer be accessed when the student withdraws or graduates from the Chappaqua Central School District.
5. The parent/guardian's account will be deactivated when they no longer have a child actively enrolled in the Chappaqua Central School District, or a court action denies the parent/guardian access to the student's information.

Section II: System Requirements and Support:

A) System Requirements

1. You may access the portal from any computer with Internet connectivity and an up to date browser.
2. The portal is best accessed from a personal computer with a Windows XP or newer platform. The company recommends Microsoft Internet Explorer 6.0 or higher for PCs and Mozilla Firefox 2.0 for Macintosh computers. You will also need Adobe Acrobat Reader 7.0 or higher.

B) Portal Help Desk

1. For portal assistance with login and access issues, send an email to portal.support@ccsd.ws. Include your name, username, and a description of the problem on your request. If you wish to be contacted by phone include your daytime phone number. Please do not call the District directly for telephone support regarding these issues. Computer technical support is not available through the District help desk.
2. For assistance with data issues, such as attendance and grades, please contact the appropriate school.

C) Limitation of School District Liability

This is a private network used for educational purposes and all user account activity is electronically recorded. The District reserves the right to limit or terminate the portal site for viewing student information without notice.

The Chappaqua Central School District will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial obligations arising from unauthorized use of the District's system or Internet. The District will not be responsible for actions taken by the parent/guardian that would cause a breach in confidentiality of their child's information.

Section III: Portal Access and Use:

A) For Parents/Guardians new to the District:

1. When parents/guardians are enrolling their child or children, each parent/guardian should complete one Portal Agreement form for portal access.
2. After the student is actively enrolled in the district, each parent/guardian requesting an account will be provided with an activation key by mail.
3. The activation key is used by the parent/guardian to create their secure account.

B) For Parents/Guardians who already have a child actively enrolled in the District:

1. Each parent/guardian should complete one Portal Agreement form for portal access.
2. The parent/guardian requesting an account will be provided with an activation key by mail.
3. The activation key is used by the parent/guardian to create their secure account.

*The Chappaqua Central School District reserves the right to change this agreement at any time.
Note: Depending on the volume of requests this process could take 5 days or longer during peak times.*