

Jefferson R-VII School District

Electronic Web Access Agreement for Viewing Student Information
Jefferson R-VII School District Infinite Campus Parent/Student Portal

Parent Agreement

I am requesting access to review my child(ren's) student information on the Jefferson R-VII School District Student Information System (SIS). I have read the Jefferson R-VII School District Acceptable Use Policy and agree to abide by and support the expectations. 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 parent/guardian, release the Jefferson R-VII 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(ren).

I agree to protect any information printed or transferred to my computer, or destroy the documentation generated from this site.

I understand that three unsuccessful logins will disable my account. If my account becomes locked I will contact the Jefferson R-VII School District IT Department and request that the account be unlocked. I will provide the "Personal Login ID" given to me at the time the account was created and answer any questions to verify my identity. In the sole discretion of the District, the account may be unlocked, but I understand that it may take up to 3 – 5 school days to have my account unlocked.

I have checked that the computer I will be using to access the SIS meets or exceeds the minimum requirements as identified on the Jefferson R-VII School District website (<http://www.jr7.k12.mo.us/technology>).

List the names of all your child(ren) currently enrolled in the Jefferson R-VII School District and residing at the address listed below. The information given on this form must match the enrollment information you provided during registration.

Residence Address: _____

Email Address: _____

Home Telephone Number: _____

Please Print

Child's Last and First Name must be written as they appear on the birth verification.

Last Name	First Name	Date of Birth	Jefferson R-VII School Attending (Plattin/Telegraph/ Danby/Jefferson)

The school will keep the completed and signed form in the cumulative record folder of each student.

Parent/Guardian Signature

Date

Parent/Guardian Name (Please Print)

A member of the school or district administration must witness the parent/guardian signing this form. The parent/guardian must provide a photo ID prior to signing.

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Section I: User Expectations

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

The Jefferson R-VII School District manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians. All parents/guardians and students will comply with the Jefferson R-VII School District Acceptable Use Policy as well as all other District policies that may apply.

Electronic Access to Student Information Regulation

The Jefferson R-VII School District uses a secure SIS to enable electronic access to student information; enhancing communication between our parents/guardians, students, teachers, principals and administrators.

a. Rights and Responsibilities

This access is a free service offered to all current and active parents/guardians of the Jefferson R-VII School District. Access to the SIS is a privilege, not a right. Only after a family has enrolled their child(ren) in the Jefferson R-VII School District will a parent/guardian be authorized to activate a web account. Once a student withdraws or graduates from the Jefferson R-VII School District their access will be inactivated. Parents/guardians, students and staff must understand and practice proper and ethical use.

b. Information Accuracy Responsibilities

Information accuracy is the joint responsibility between schools, parents/guardians and students. Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, they will notify the School District as soon as possible and provide proof of their inaccurate information.

c. Information Accessible

The Jefferson R-VII School District reserves the right to add, modify or delete functions viewed via the SIS at any time without notice, including, but not limited to, the functions listed below.

Attendance	Course Requests	Transportation Information
Class Schedule	Emergency Information	Student Demographics
Report Cards	Immunizations	Assessment data and work in process
Transcripts	Account Balances	

Students are not eligible for accounts at this time.

d. Electronic Web Access Agreement

Each parent/guardian must complete and sign an Electronic Web Access Agreement for Viewing Student Information Form. After verification of information on the form, the district will follow the process outlined in this document to establish an account.

The school will keep the completed and signed form in the cumulative record folder of each student.

e. Use of the System

Parents/guardians are required to adhere to the following guidelines:

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- 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 information or any account assigned to another user.
- 4) Parents/guardians will not use the SIS for any illegal activity, including violation of the Federal and State Data privacy laws. Anyone found to be in violation of these laws would be subject to civil and/or criminal prosecution.
- 5) Parents/guardians who identify a security problem within the SIS must notify the District immediately, without demonstrating the problem to other users.
- 6) Parents/guardians will not share their login information (UserID and/or password combination) with anyone, including their child(ren).
- 7) Parents/guardians will not set their computer to automatically login to the SIS.
- 8) Parents/guardians identified as a security risk will be denied access to the site.

f. Security Features

- 1) Access is made available with a secure site. (Note: account holders are responsible for not sharing their passwords and to properly protect or destroy any printed/electronic documentation generated from this 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 contact their child's school.
- 3) The users will be automatically logged off if they leave their web browser open and inactive for a period of time.
- 4) The parent/guardian account will be inactivated when all their child(ren) have either withdrawn or graduated from the Jefferson R-VII 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) The most current system requirements will be posted to the Jefferson R-VII School District website under the Technology section (<http://www.jr7.k12.mo.us/technology>).

b. Support

- 1) Telephone support for issues concerning student information or procedures is available by contacting the school representative. Contact information for each school representative is:

- (1a) Platin Primary – (636) 937-7170
- (1b) Telegraph Intermediate – (636) 937-6530
- (1c) Danby-Rush Tower Middle – (636) 937-9188
- (1d) Jefferson High School – (636) 937-2637

- 2) When calling, the school will identify the caller with the UserID given to the caller at the time the account was created. If the caller gets voicemail, they will leave their name, phone number, the best time to contact, and a short description of the problem.

c. Limitation of School District Liability

The Jefferson R-VII School District will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial or financial obligations arising through unauthorized use of the District's system. The District does not promise any particular level or method of access to the SIS for viewing student information. The District will not be responsible for actions taken by the parent/guardian that would cause compromise of their student information. The District reserves the right to limit or terminate the SIS for viewing student information without notice. All parents/guardians of the District consent to electronic monitoring by requesting access to the SIS and understand that the SIS is an educational tool used by the Jefferson R-VII School District employees. Account activity is electronically recorded.

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Section III: Parent Portal Access and Use

a. Initial Account Request and Setup

1) For parents/guardians new to the District

(1a) When parents/guardians are enrolling their child(ren), the parent/guardians can complete the Electronic Web Access Agreement for Viewing Student Information.

(1b) The parent/guardians only need to complete t one Electronic Web Access Agreement form for all children in their household.

(1c) For security reasons, all parent/guardians must sign the form in the presence of a school official (principal, secretary, and/or district administration).

(1d) The school will verify parent/guardian identification with official government identification.

(1e) After the student is enrolled into the SIS, the parent/guardian requesting the account will be provided a UserID and a temporary password.

(1e1) The UserID is used to uniquely identify the user in the SIS and to assign access rights to individuals. It is also used to authenticate into the SIS.

(1e2) The temporary password will require users to change their password the first time they log into the system.

(1f) The school will keep the completed and signed form in the cumulative record folder for each student.

2) For parents/guardians who do not currently have an SIS account but have a child already enrolled

(2a) Each parent/guardian only needs to complete one Electronic Web Access Agreement form for all children in their household.

(2b) For security reasons, all parent/guardians must sign the form in the presence of a school official (principal, secretary, and/or district administration).

(2c) The school will verify parent/guardian identification with official government identification.

(2d) T the parent/guardian requesting the account will be provided a UserID and a temporary password.

(2d1) The UserID is used to uniquely identify the user in the SIS and to assign access rights to individuals. It is also used to authenticate into the SIS.

(2d2) The temporary password will require users to change their password the first time they log into the system.

3) For Schools

(3a) UserIDs and passwords will not be given to a parent/guardian without verifying the identity of the requestor.

(3b) The Electronic Web Access Agreement form signed by a parent/guardian will be maintained in the student's cumulative record folder. A copy of the signed agreement and a photocopy of the verified form of identification will be sent through secure means to each school office that has attending students listed on the request form.

(3c) Page one of the signed Electronic Web Access Agreement Form will be sent to the District Technology staff for processing.

b. Account Unlock Procedures

1) Parents/guardians may request unlocking their account either by telephone or in person.

(1a) By Phone – The requestor will be asked a series of random questions and for the UserID given to the person at the time the account was setup by the district administration. The questions will be limited to information in the student management system that only the requestor would know (e.g. child's birth date, school bus number, etc.).

(1b) In Person – The parent/guardian will make the request to the secretary at the school.

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(1c) For Schools – When the school has confirmed the parent/guardian identification, they will request an account reset via an email to the District Technology staff. The Technology staff will reply to the school's request by providing a new password. The school will notify the user of the new password. (Note: Depending on the volume of requests and District/School workload, this process could take 3 – 5 full school days or longer during peak times).