



SANFORD SCHOOL DEPARTMENT
Acceptable Use Policy/User Guidelines for the
Infinite Campus Parent Portal



The Sanford School Department uses Infinite Campus for student information management. Infinite Campus has developed a parent portal tool to allow parents/guardians to view the records of their child(ren) via the internet. The School Department will provide parents/guardians of **currently enrolled students in grades 4-12** the privilege of free access to the Parent Portal. Only authorized parents or guardians of students enrolled in grades 4-12 will be allowed access to the Parent Portal. The Sanford School Department reserves the right to deny or cease access to the Parent Portal due to the abuse of the portal, court orders, or any other legal proceedings that limit the availability of private educational data.

PURPOSE

The Sanford School Department has opened the Parent Portal to enhance communication between the district and parents/guardians. Users of the Parent Portal will have secure access to the following information about their children:

- Personal data and contact preferences
- Attendance
- Student schedule
- Transportation routing information
- Secondary grade book and assignments
- Report Cards
- Fees
- High School Transcripts

The Sanford School Department reserves the right to add or remove any of the above functions from the Parent Portal at any time.

USE OF THE PARENT PORTAL

Access to the Parent Portal on the school district's system is a privilege, not a right. Users of the Parent Portal are required to adhere to the following guidelines:

1. User will act in a responsible, legal, and ethical manner.
2. Users will not share their password with anyone, including their own children.
3. User will not attempt to harm or destroy data, the school, or the district network.
4. User will not attempt to access data or any other account owned by another user.
5. User will not use the Parent Portal for any illegal activity, including violation of data privacy laws. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.
6. Users who identify a security problem with the Parent Portal must notify their school principal's office immediately without demonstrating the problem to someone else.
7. Users identified as a security risk to the Parent Portal or the Sanford School Department network will be denied access to the Parent Portal.

INFORMATION ACCURACY RESPONSIBILITIES

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

SECURITY FEATURES

1. Access to the Parent Portal is made available with a certified secure Internet site.
2. If the account becomes disabled, you can request a reminder of either your Username or Password by going to **HELP** at the IC Portal login page. If this process is unsuccessful, you can request help by e-mailing icportal@sanford.org to request further assistance.
3. Users will be automatically logged off if they leave their web browser open and inactive for a period of time.
4. The Parent/Guardian's account will be deactivated when they no longer have a child actively enrolled in the Sanford schools or a court action denies the parent/guardian access to the student's information.

LIMITATION OF SCHOOL DISTRICT LIABILITY

This is a private network and is used as an educational tool by the Sanford School Department employees. User account activity is electronically recorded. The school department reserves the right to limit or terminate the Internet site for viewing student information without notice.

The Sanford School department will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial obligations arising through 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.

TECHNICAL ISSUES WITH THE PARENT PORTAL

For portal assistance e-mail icportal@sanford.org. Include your name, and a description of the problem or your request. Please do not call the school district directly for telephone support. If you wish to be contacted by phone include your daytime phone number.

HOW TO REQUEST AN INFINITE CAMPUS PARENT PORTAL ACCOUNT

- Each Parent/Guardian reads the *Acceptable Use Policy/User Guidelines for the Infinite Campus Parent Portal*.
- Each Parent/Guardian signs and returns the attached *Electronic Web Access Agreement for Viewing Student Information* form, and fills in the *Census Verification* section on the form.
- Each Parent/Guardian will be sent an individual activation key to create their secure Portal account by e-mail or U.S. Postal mail. *Note: Depending on the volume of requests and District/School workload, this process could take two weeks or longer during peak times.*
- Each parent/guardian will create their individual account(s) using a web browser by [clicking here](#) or by going to the Sanford School Department website at www.sanford.org - Select **Family Links > Infinite Campus Information** > Click on **HELP** then select **"If you have been assigned a Campus Portal Activation Key, click here"** and complete the requested information.

**Please complete and return the attached
Parent Agreement Form
to your child's school**