Schooltool Parent Portal Acceptable Use and Login Access Form

Welcome to Wayland-Cohocton Central School District's Schooltool Parent Portal! Access to the Schooltool Parent Portal is allowed after signing and returning this **Schooltool Parent Portal Acceptable Use and Login Access Form**. The Parent Portal provides parents with the privilege of accessing the student information records of their children through a secure Internet connection.

In response to the privilege of accessing the portal, participating parents/guardians will be expected to act in a responsible, ethical, and legal manner, preserving the confidentiality of the sensitive information viewed.

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

- Parents/Guardians will access data solely in regard to their child(ren).
- Parents/Guardians will not share their passwords with anyone, including their children.
- Parents/Guardians will not make or permit unauthorized use of any information.
- Parents/Guardians will not attempt to harm or destroy data of another user, school or district network, or the Internet.
- Parents/Guardians will not access any account assigned to another parent/guardian.
- Parents/Guardians will not allow their computers to remember their password when using Schooltool Parent Portal.
- It is the Parent/Guardian's responsibility to change his/her password immediately if they believe someone else has obtained it.
- In order to prevent unauthorized use, the user shall log off of Schooltool when finished using it.
- Parents/Guardians will not use the Portal for any illegal activity, including violation of Data Privacy laws. Anyone engaging in illegal activities will be subject to Civil and/or Criminal prosecution.
- Parents/Guardians who identify a security problem with the Schooltool Parent Portal must notify the Wayland-Cohocton Central School respective offices (Middle School 728-2551 and High School 728-2366 x3167) immediately, without demonstrating the problem to anyone else.
- Parents/Guardians who are identified as a security risk to the Schooltool Parent Portal or any other Wayland-Cohocton Central School District computers or networks, will be denied access to the program.

I have read the **Schooltool Parent Portal Acceptable Use and Login Access Form** and agree to abide by and support these rules. I understand that if I violate any terms of the above guidelines that I may lose my privilege to use the Schooltool Parent Portal and may be liable for civil and/or criminal consequences. I hereby request Parent Portal access by signing below, listing my children below by grade, and returning this hard copy request to the Middle School Office for Middle School students and High School Office for High School students. If you already gave the school your email address, please **CHECK** Current next to Email Address below. If you need to create a new Email Address to participate in this portal, please **CHECK** New.

_____ _____ _____

Name (Please print) Signature Date

_____ ☐ New ☐ Current

Email Address

Child's Name	Child's Grade (Grades 5-12)

For District Use Only: Received by: _____ *Date:*_____

*Processed by:*_____ *Date:*_____