



Infinite Campus Parent/Student Portal ("Portal") is a tool for parents and students to access online, timely, and secure information about their children or themselves. Each parent, legal guardian, and student is provided with his/her own unique portal user login and password for the Parent Portal. By activating the user account, parents/guardians and students agree to abide by and support the terms of use and user expectations set forth in this document. Dublin City Schools (DCS) 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, teachers, principals, and administrators. Parents/guardians and students agree to comply with the terms set forth in this Agreement.

### ***A) Rights and Responsibilities***

The Parent/Student Portal is a free service offered to all current students and active parents/guardians of DCS. Access to student information via the Parent/Student is a privilege, not a right. Each Parent/Student Portal user must agree to the terms of this Agreement. Parents/guardians need to complete and accept only one form for all children in their household. Only after a family has enrolled their child(ren) will a parent/guardian or student be authorized to activate a Portal account. Once a student withdraws or graduates from DCS such access will be deactivated.

### ***B) Information Accuracy Responsibilities***

Information accuracy is the joint responsibility of school, parents/guardians, and students. Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, they will notify their school immediately.

### ***C) Accessible Information***

DCS reserves the right to discontinue the use of the Parent/Student Portal at any time. DCS reserves the right to add, modify or delete functions viewed via the Parent/Student Portal at any time without notice.



#### ***D) Portal Access Agreement***

Each parent/guardian and student must agree to be bound by this Parent/Student Portal User Agreement. DCS, in its sole discretion, reserves the right to request that a parent/guardian bring photo identification to the school in order to verify his/her identity should any question arise concerning the validity of the acceptance of this Agreement.

#### ***E) Use of Parent/Student Portal***

Parents/guardians and students agree to abide by the following guidelines when accessing the Portal:

1. Parents/guardians and students agree to act in a responsible, ethical, and legal manner.
2. Parents/guardians and students will not attempt to harm or destroy the school, the district's data, or networks.
3. Parents/guardians and students will not attempt to access information concerning any students other than that of themselves for students or their own child(ren) for parents/guardians or any account assigned to another person.
4. Parents/guardians and students will not use the Parent/Student Portal or the DCS network for any illegal activity, including, but not limited to violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws will be subject to civil and/or criminal prosecution.
5. Parents/guardians and students who identify a security problem within the Parent/Student Portal must notify their school immediately, without demonstrating the problem to anyone else.
6. Parents/guardians and students will not share their password or allow anyone other than themselves to use their Parent/Student Portal account.



7. Parents/guardians and students will not set any computer to automatically log in to the Portal.

8. Parents/guardians and students will log out of their Portal user account when they are not at their computer.

9. Parents/guardians and students identified as a security risk will be denied access to the site.

10. The parent/guardian account will be permanently deactivated when his/her children have either withdrawn or graduated from DCS, or a court action denies the parent/guardian access to his/her child's information.

11. Users shall not seek to learn or change or share other users' passwords, modify other users' files or data, or misrepresent other users of the network.

12. Users shall not intentionally disrupt the use of the network or devices attached to the network.

13. Users agree that hardware or software shall not be destroyed, modified, damaged or abused in any way.

14. 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 computing system are prohibited.

15. Loading, transmitting, or intentionally receiving hate mail, harassing content and other antisocial content is prohibited.

16. Use of the system to process or upload pornographic material, inappropriate text files, illegal software, or files dangerous to the integrity of the local area network or any attached device are prohibited.



***F) Limitation of School District Liability***

DCS will use reasonable measures to protect student information from unauthorized viewing. THE DISTRICT WILL NOT BE LIABLE FOR UNAUTHORIZED USE OF THE DEPARTMENT'S SYSTEM OR INTERNET. DCS does not promise any particular level or method of access to the Parent/Student Portal for viewing student information. DCS will not be responsible for actions taken by parents/guardians or students that compromise their student information. DCS reserves the right to limit or terminate the Parent/Student Portal for viewing student information without notice. All parents/guardians and students who use the Parent/Student portal to access their own or their child(ren)'s information consent to electronic monitoring and understand that they are granted access to a private network used as an educational tool by DCS employees and students. Account activity is electronically recorded.

I, as parent/legal guardian of child(ren) or current student in DCS, verify and acknowledge that I have read the DCS Parent/Student Portal User Agreement, above, and agree to abide by and support the terms of use and user expectations set forth in the Agreement to insure the safety and privacy of each student.