

Infinite Campus Parent Portal Acceptable Use and Safety Policy

West Ottawa Public Schools 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. West Ottawa will provide parents/guardians of currently enrolled students the privilege of free access to the Parent Portal. Only parents or guardians of students enrolled in the district will be allowed access to the Parent Portal. West Ottawa Public Schools 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

West Ottawa has opened to Parent Portal to enhance communication between the district and parents/guardians. Users of the Parent Portal will have 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
- Secondary Course Registration
- High School Transcripts

West Ottawa Schools 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. User will not attempt to harm or destroy data, the school, or the district network.
3. User will not attempt to access data or any other account owned by another user.
4. 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.
5. Users who identify a security problem with the Parent Portal must notify the district's Data Services Department immediately without demonstrating the problem to someone else.
6. Users will not share their password with anyone, including their own children.
7. Users will not set their own computer to automatically log-in to the Parent Portal.
8. Users identified as a security risk to the Parent Portal or the West Ottawa network will be denied access to the Parent Portal.

TECHNICAL ISSUES WITH THE PARENT PORTAL

Technical issues should be directed to the district computer help desk at: campushelp@westottawa.net

SYSTEM REQUIREMENTS

Computer

- Processor 486 running at 66MHZ; Pentium recommended
- Windows Operating System: Windows 98 or higher
- RAM: 16MB RAM or greater
- Disk space: 45MB

Software

- Internet Browser: Internet Explorer 5.5 or higher
- Adobe Acrobat Reader: minimum version 5

Internet Connection

- Modem speed of 56K or higher

Monitor

- The parent portal is best viewed with your monitor resolution set at a minimum of 800x600.

DATA INTERPRETATION INSTRUCTIONS

The data you will see in the Parent Portal is extracted from the Infinite Campus Student Information System. Each area of data is updated on different schedules. Please review the following to become familiar with the Parent Portal data expectations.

AT THE START OF THE SCHOOL YEAR....

The beginning of a new school year is a very busy time teachers, secretaries and administrators. Staff will need time update student information and complete scheduling and grading setup. Given this information, the parent portal registration process may be delayed beyond the normal one-week registration period. In addition, grading information in the parent portal could also be delayed until enrollments are final and staff have had the opportunity to prepare grading formats.

ATTENDANCE DATA

- High School – Absences and status are recorded hour by hour during the day.
- Middle School – Absences and status are recorded hour by hour during the day.
- Elementary – One-half absences are record: morning and afternoon. Excuses are coded during the day.

DATA CONCERNS

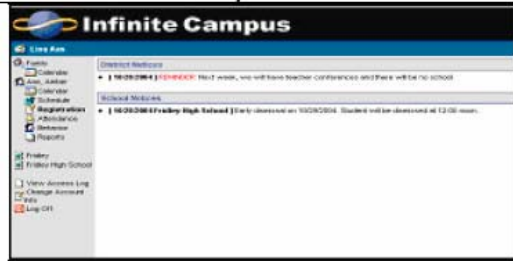
Concerns about the data you find on the portal should be addressed to the secretary or principal in your child's building.



Window

Information

Overview of the Campus Portal

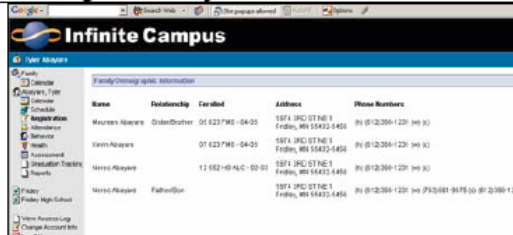


The Campus Portal provides a direct communication from the school to the parents and also allows students to access their own information.

Parents are only allowed to see the students that are listed in their household. Students will only see their own individual information.

Notices that have been entered by school staff appear on the main page of the portal, organized by district notices and school notices

Viewing the Family



The **Family** link shows the members of the household. Each person in the household is listed with the name, relationship, address and all phone numbers (home, work, cell).

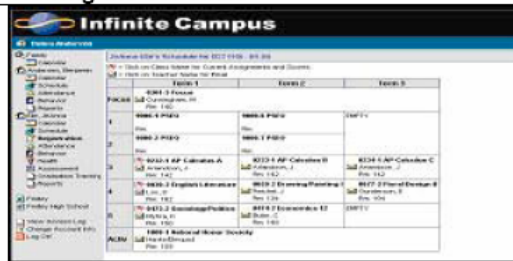
Viewing the Calendar



The **Calendar** link provides a list of all of the student's assignments that are due on a certain day and also shows days where there is an attendance event.

The calendar link underneath the family will show events for each enrolled student in the household. The calendar link underneath a particular student will only show information for that student.

Viewing the Schedule




The **Schedule** lists the student's classes in each period and each term.


Users can email the teacher directly by clicking on the envelope icon within each period.

Users can also see what assignments have been given and graded by clicking on the class link within the period. If assignment information is available, an assignment icon will display.



The assignment detail will show the grades for the grading tasks, assignment names and scores, total class scores, and any comments the teacher may have entered for the student.

Miscellaneous Links	
 <p>The screenshot shows the 'Miscellaneous Links' menu in the Infinite Campus portal. The menu items include: District Website, Family, My Account, My Attendance, My Assignments, My Attendance Log, My Change Account Info, My Log Off, My Profile, My Schedule, My Assignments, My Attendance Log, My Change Account Info, My Log Off, My Profile, My Schedule, My Assignments, My Attendance Log, My Change Account Info, My Log Off, My Profile, My Schedule.</p>	<p>Links to the school's Web site or the district's Web site are also viewable on the portal.</p> <p>Access Log The access log lists the IP address from which the user accessed the portal, the time it was accessed and if it was a successful login.</p> <p>Change Account Info Users can also be given the rights to change their account information. The user can only change the password, not the username.</p> <p>Log Off When finished using the portal, click the log off option.</p>

Viewing Attendance Information	
 <p>The screenshot shows the 'Viewing Attendance Information' screen for a student named Tyler. It displays a table with columns for Term, Period, Date, Status, and Legend. The table shows attendance data for three terms, with various colored cells indicating different attendance statuses.</p>	<p>Attendance data that has been entered by the school will display on the portal. All entries are color coded to indicate an excused, unexcused, unknown or exempt attendance entry.</p> <p>A listing of dates is provided, as well as a term summary of absences and tardies.</p>