The ESC of the Western Reserve's Infinite Campus Parent Portal
Web Access Agreement for Viewing Student Information

I am requesting to review my child(ren)'s student information on the ESC of the Western Reserve's Infinite Campus Internet web site. I have read the Acceptable Use Policy on the reverse side of this page and agree to abide by and support these guidelines. I understand, for the interest of security, the ESC of the Western Reserve, reserves the right to change user passwords or deny access at any time. By signing this Agreement I, as parent/guardian, release the ESC of the Western Reserve from any and all liability for damages arising out of the unauthorized access to my parent/guardian account. I also agree to abide by the following guidelines:

- 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 ESC at 440-350-2563 and request the account to be unlocked. I will answer any questions to verify my identity. In the sole discretion of the ESC of the Western Reserve, the account may be unlocked, but I understand that it may take up to 3-5 school days to have my account unlocked.

Parent/Guardian Information- Please Print:

Home Address: _____ _____ _____
　　　　　　　　　　　(Street)　　　　　　　　　　　　　　　(City)　　　　　　　(State)　(Zip Code)

Email Address: _____

Home Telephone Number: (　　) _____

List the name(s) of your child(ren) currently enrolled in an ESC of the Western Reserve program and that you have guardianship rights to. The information given on this form must match the enrollment information provided during registration.

Child's Last Name	Child's First Name	Child's Date of Birth	Child's Grade	Legal Relationship to Child

By my signature below, I affirm that there are no legal restrictions that would preclude me from accessing said student's information.

_____　_____　_____
Parent/Guardian Signature　　　　　　　　　Date　　　　　　　Please Print Parent/Guardian Name

Please allow a minimum of 1 week for legal review and processing. Upon approval you will be provided instructions for the creation of an account. The District will keep the completed and signed form on file. The completed application form should be mailed to: ESC of the Western Reserve, 8221 Auburn Road, Painesville, OH 44077

WELCOME TO THE GEAUGA AND LAKE COUNTY EDUCATIONAL SERVICE CENTERS PARENT PORTAL

<u>What is a Parent Portal</u>?

The Parent Portal provides instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments, and more!

<u>Who can access the Parent Portal?</u>
A Portal account is free to any parent and/or guardian with students. They need only to apply for an account.

<u>How do I obtain a Parent Portal Account</u>:
An Application Form must be completed and is available from the program staff or on the ESC of the Western Reserve's website homepage http://www.escwr.org. Programs tab, BRC tab and Resources. It is available on the reverse side of this form. Parents/guardians need to apply ONLY ONCE for an account to see all students in the household.
Complete and return the application to the ESC of the Western Reserve, with attention to Carol Edwards. Allow time for legal review and processing.

Upon approval, instructions for account creation, and an activation code will be provided via email. Log in and activate your account.

<u>Logging in for the first time:</u>
Before you can log into the Portal, you will need to complete the one-time task of entering the Campus Portal Activation key you received through the application process. On the Portal Homepage, click on the link indicating you have an activation key. Enter the Campus Portal Activation key code and click the submit button. You will be prompted to create your account by selecting and entering a username and password. Verify the password was entered correctly. Then, click the Create Account button.
Once your account has been created click the link to return to the Log-in Page.

<u>Did you Log Off?</u>
When you are finished using the Parent Portal, be sure to click the Logoff Link!

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The ESC of the Western Reserve's
Acceptable Use Policy for Infinite Campus Parent Portal

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The ESC of the Western Reserve use Infinite Campus (IC) electronic resources to record attendance, calculate grades and manage student information within the district. Included with the IC software is the *Parent Portal* tool for parents. This portal provides unofficial information to parents regarding the student's schedule, grades, assignments and attendance data. Parents/Guardians can access the Portal from any computer with an internet connection that meets the minimum system requirements. IC Parent portal is a free service to our district families. The ESC of the Western Reserve, reserves the right to remove or add additional components to IC Portal at any time.

The following information is an acceptable use policy for IC Parent Portal. If you do not agree with policy or cannot adhere to this policy, it is your responsibility to notify the ESC of the Western Reserve and be revoked from this privilege.

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USE OF THE PARENT PORTAL MODULE OF INFINITE CAMPUS

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Access to Infinite Campus (IC) on the school district's system is a privilege, not a right. Users of IC are required to adhere to the following guidelines:

1. Users will act in a responsible, legal and ethical manner.
2. Users will not attempt to harm or destroy data, the school or the district network.
3. Users will not attempt to access data or any other account owned by another user.
4. Users 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 privacy laws as well as civil and/or criminal prosecution.
5. Users who identify a security problem with IC Parent Portal must notify the school immediately without demonstrating the problem to anyone else.
6. Users will not share their password with anyone, including their own children.
7. Users will not set their own computer to automatically login to the IC Parent Portal Program.
8. Users identified as a security risk to the IC Parent Portal program or ESC of the Western Reserve will be denied access to the Parent Assist program.