





## CLSD - Infinite Campus Parent Portal Web Access Agreement for Viewing Student Information

### What is a Parent Portal?

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

### Who can access the Parent Portal?

A Portal account is free to any parent and/or guardian with students.

### How do I obtain a Parent Portal account?

Application forms are available through links on the CLSD homepage <http://www.cardinalschools.org> and 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 Cardinal Board of Education Technology Department or the school office. Allow time for legal review and processing.

Upon approval, instructions for account creation, and an activation code will be provided via email. Please be sure to "allow" emails from [cardinalmessenger@cardinalschools.org](mailto:cardinalmessenger@cardinalschools.org) in your email program.

### Logging in for the first time?

Upon receipt of your activation email you will follow the link to complete the one-time task of creating your Campus Portal account. 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. Please be sure to enter your email address in order to activate certain features of the program.

### Did you Log Off?

When you are finished using the Parent Portal, be sure to click the Log off Link!

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## Cardinal Local School District Acceptable Use Policy for Infinite Campus Parent Portal

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Cardinal Local School District uses **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. Cardinal Local School District 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 Cardinal Local School District and be revoked from this privilege.

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### USE OF THE PARENT PORTAL MODULE OF INFINITE CAMPUS

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 Cardinal Local School District will be denied access to the Parent Assist program.