

Parent Portal Acceptable Use

Fairfield Community School District - Parent Portal Agreement

Purpose: To provide parents/guardians the opportunity to view student data in Infinite Campus, the district's student information system. The Campus Portal can be accessed from the Fairfield Community School District (FCSD) webpage, fairfieldsfuture.org, under QuickLinks.

Parents/guardians have access to the following data about their child:

- Student Census and Household Information - Address, Phone Numbers, Contacts
- Class Schedules, Attendance, Assignments, Grades, Unofficial Report Card & Unofficial Transcript
- Food Service & Registration Fees with the ability to pay online
- Messages/Notifications & Behavior/Discipline Records

I agree to abide by and support the expectations listed below. By my signature requesting access I, as a user, release the Fairfield Community School District from any and all liability for damages arising out of unauthorized access to my Parent Portal Account.

1. All records, data, or information related to individual students shall be treated as confidential and shall be maintained in a manner that will assure the privacy of students and parents. Only parents/guardians and eligible students are granted access to the electronic information via a unique user ID and password.
2. The Fairfield Community School District is committed to maintaining the confidentiality of educational records and any other student data maintained in the District's student information system.
3. I agree to protect any information downloaded or printed from the Portal.
4. I will not allow anyone else to use or view my account.
5. I will not attempt to harm or destroy data of my children, another user, school, or FCSD network.
6. I will not use the Parent Portal for any illegal activity, including violation of data privacy laws. Anyone found to be violating the law will be subject to civil and/or criminal prosecution.
7. I will not access data or any account belonging to another parent/student.
8. Users who identify a security problem with the Parent or Student Portal must notify the FCSD Technology Office at 641-472-6836, Ext. 2, immediately without demonstrating the problem to anyone else.
9. I understand all data accessible on the Parent/Student Portal is unofficial.
10. My signature requesting a Parent Portal Account indicates that I have carefully read and understand the significance of the terms and conditions set forth and remaining in effect for the duration of my student's enrollment with the Fairfield Community School District.

Security Features: All attempts at logging into the system are recorded and monitored. A Portal Account will be disabled after a set number of unsuccessful login attempts and dormant sessions will be automatically ended. I understand, for the interest of security, FCSD reserves the right to change user passwords or deny access at any time. Individuals identified as a security risk to the Parent Portal, or any other FCSD computers or networks, will be denied access to the Parent Portal.

Support: Helpdesk support is available at portal@fairfieldsfuture.org or by calling 641-472-6836, Ext. 2. Please allow two business days for a response.

Each area of data is updated on different schedules and timeframes depending upon data availability. FCSD reserves the right to add or remove any of the above functions from the Parent Portal at any time. FCSD reserves the right to deny access to the Parent Portal due to court orders or any other legal proceedings that limit availability of private educational data.

Fairfield Community School District

Parent Portal User Information

To assist parents/guardians in monitoring their children's progress in school, enhance communication, and promote educational excellence, Fairfield Community School District is pleased to provide parents/guardians access to student information through the FCSD Campus Parent Portal. The Parent Portal is available to parents/guardians at anytime and anywhere an internet connection is available. Data will be available for all students enrolled, however, the data available may vary by grade level and/or school site. Please note that updates to assignments and grades will vary from class-to-class and grade-to-grade. Teachers will need adequate time to grade student work and to post their scores.

User accounts are provided on an individual basis. Each parent/guardian must request his/her own user account by completing this form. The completed form must be submitted to your student's school office or ACT office to obtain login information. This requirement is to protect the privacy of student records.

If you have students at more than one school site, submit only to one building. Users of Parent Portal must NOT share their username/password with any other person, including children. Students are assigned a student portal account, which gives them access to their information only.

Parent/Guardian Legal Name: _____

Street Address: _____

City: _____ Zip: _____ Daytime Telephone: _____

I am requesting access to records/information available through the Infinite Campus Parent Portal for the students listed below who are enrolled in the Fairfield School District. All fields must be completed for each child.

Student Legal Name	Grade	School	Relationship to Student
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

My signature requesting a portal account indicates that I have carefully read and understand the significance of the terms and conditions set forth and remaining in effect for the duration of my student's enrollment with the Fairfield Community School District.

Signature: _____

Printed Name: _____

Email Address: _____ Date: _____

For Office Use Only

Date Received: _____ Checked by Initials _____ Date Activated: _____ Activated by Initials _____