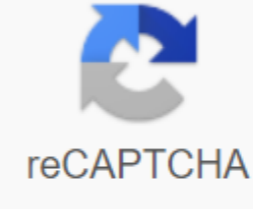




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Infinite Campus Guide To access click here if you have read, and accept, our acceptable usage policy below. Infinite Campus has an app that allows you to control your grades on your mobile device. After installing the application use this code for the district: KXRWHFor help please email help@spsdme.org Make sure to provide your child's name, and a way to contact you by phone for verification as needed. Infinite Campus Portal (Portal) user agreement is a tool that allows parents and students to access online, promptly and protect information about their children or themselves. Each parent, legal guardian, and student is provided with their own unique portal activation key for creating a login and user password for the parent portal. By activating the user account, parents/guardians and students agree to comply with and support the terms of use and user expectations set out in this document. SECTION I: Internet user expectations and secure web access have altered the ways in which sensitive information can be accessed, communicated, and transferred. These changes affect students' education and learning. The South Portland School Department (SPSD) supports access by students, parents/guardians, teachers, and administrators to information that will improve a child's participation in education and improve communication between students, parents/guardians, teachers, principals, and administrators. The School Department manages student information electronically on a secure website. Schools will make available some data on student education for viewing over a secure Internet connection only to authorized parents/guardians/students. Parents/guardians and students agree to comply with the terms set out in this Agreement. A) Rights and Responsibilities This access is a free service offered to all current students and active parents/guardians of South Portland Schools students at portal-ready schools. Access to student information on the Internet is a privilege, not a right. Only after a family has enrolled their children, a parent/guardian or student will be allowed to activate a Portal account. Once a student withdraws or graduates from the District, that access will be disabled. Parents/guardians, students and staff must understand and practice correct and ethical use. B) The accuracy of information The accuracy of the information is the joint responsibility of the school, parents/guardians and students. Each school will make every attempt to ensure that accurate and complete. If a parent/guardian or student discovers inaccurate information, they will immediately inform their school. C) Accessible information SPSD reserves the right to stop using the parent portal at any time. The portal will be piloted with limited functionality. Limited. reserves the right to add, modify or delete features displayed through the Portal at any time without notice, including, but not limited to, the functions listed below: 1) Student Demographics 2) Attendance 3) Student Schedule 4) Student Gradebooks D) Parental/Guardian and Student Iach Portal Access Agreement must accept the user agreement form below and agree to be bound by this Portal User Agreement. The South Portland School Department, in its sole discretion, reserves the right to request that a parent/guardian bring photographic identification to the school in order to verify their identity if there is any doubt as to the validity of acceptance of this Agreement. E) The use of Portal Parents/guardians and students is required to comply with the following guidelines: 1. Parents/guardians and students agree to act responsibly, ethically and legally. 2. Parents/guardians and students will not attempt to harm or destroy the school, district data or networks. 3. Parents/guardians and students will not attempt to access information about students other than themselves for students or their children (ren) for parents/guardians or any account assigned to another person. 4. Parents/guardians and students will not use the PORTAL or SPSD network for any illegal activity, including, but not limited to violation of federal and state data privacy laws. Anyone found in violation of these laws will be subject to civil and/or criminal proceedings. 5. Parents/guardians and students who identify a security issue within the portal must immediately inform their school, without demonstrating the problem to anyone else. 6. Parents/guardians and students will not share their password or allow anyone more than themselves to use their Portal account. 7. Parents/guardians and students do not set up a computer to automatically access the portal. 8. Parents/guardians and students will log out of their Portal user account when they are not on their computer. 9. Parents/guardians and students identified as a security risk will be denied access to the site. F) Safety features 1. Access is made available via a secure website. Account holders are responsible for not sharing passwords and for properly protecting or destroying any printed or electronic documentation generated by or on the portal site. 2. Three failed login attempts will disact the user's account. Until the school has verified the user assigned to the locked account, the account will remain locked. To use your account again, you should contact the front office of the or send an email help@spsdme.org 3. Users will be automatically disconnected if the web browser open and inactive for a period of time. 4. The parent/guardian account will be permanently deactivated when your children have retired or graduated from South Portland Public Schools, or a court action denies the parent/guardian access to the child's information. G) Limitation of school district accountability The South Portland School Department will use reasonable measures to protect student information from unauthorized viewing. THE DISTRICT WILL NOT BE RESPONSIBLE FOR UNAUTHORIZED USE OF THE DEPARTMENT'S SYSTEM OR INTERNET. The School Department does not promise any particular level or method of access to the portal for viewing student information. The School Department will not be responsible for actions taken by parents/guardians or students that compromise student information. SPSD reserves the right to restrict or terminate the portal for viewing student information without notice. All parents/guardians and students who use the portal to access their own or their children's information (ren) consent to electronic monitoring and understand that they are granted access to a private network used as an educational tool by employees and students of the South Portland School Department. Account activity is recorded electronically. SECTION II: Portal access and usage A) Initial account request and configuration for parents/guardians who do not currently have a Portal account but have a child already enrolled: 1. Each portal user must accept the terms of this Agreement and the Portal User Agreement form. Parents/guardians must fill in and accept only one form for all children in their family. 2. The School Department may ask the parent/guardian to bring the photographic identification to the school in order to verify their identity. 3. The parent/guardian requesting the account will be given an

activation key. B) Support1. Parents/guardians and students should refer to frequently asked questions, computer requirements, sign-in instructions, and quick reference help on the school's Website 2. Support requests can be sent by e-mail help@spsdme.org . 3. The support service may only be offered as accommodation and the School Department does not guarantee or warrant the adequacy or accuracy of such support service. The School Department is unable to resolve problems with the home computer. C) Acceptable UseParents/Guardians and students agree to follow the following guidelines when accessing the portal:1. Users should not try to learn or or share other users' passwords, edit other users' files or data, or misrepresent other users on your network. 2. Users must not intentionally stop using the network or devices connected to the network. 3. Users agree that the hardware or must not be destroyed, modified, damaged or abused in any way. 4. Malicious use of the system to develop computer programs or viruses that harass other users, infiltrate a computer or computer system, damage the software components of a computer or computer system shall be prohibited. 5. Intentional uploading, transmitting or receiving hate messages, harassing content and other antisocial content shall be prohibited in the system. 6. The use of the system to process or upload pornographic material, inappropriate text files, illegal software or files dangerous to the integrity of the local network or any connected device is prohibited. 7. The software and some content are protected by copyright laws, so users will not make unauthorized copies of software or media or other copyrighted content in the School Department system. PORTAL USER AGREEMENT FORMI, as the parent/guardian of a child (ren, or student) in a South Portland School Department school, verify and acknowledge that: they are able to be legally bound by the terms of this Agreement; I am requesting access to my son (rens') student information on the South Portland School Department Internet website;I have read the South Portland School Department Portal User Agreement, above, and agree to comply with and support the terms of use and user expectations set out in the agreement to ensure the safety and privacy of each student; By accepting this Agreement, as a parent/guardian or student, you will release the South Portland School Department of any liability for damages arising from unauthorized access to my parent/guardian/student user account;I agree that I will not share my password or allow anyone other than me to use my user account;I understand that, in the interests of security, the South Portland School Department reserves the right to change users' passwords or deny access at any time; I agree to protect or destroy any information printed or transferred to my computer, or otherwise generated by the South Portland School Department website through the portal;I understand that three failed logins will disable my account; elf my account is blocked I will contact the school office or email ichelp@spsd.org and i will have my account unlocked and I understand that the School Department, in its sole discretion, may request to bring photo identification to the school to verify my identity and that it may take 3-5 days of school to unlock my account. Unlocked.

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