



SEQUOIA UNION | ELEMENTARY SCHOOL

Jeremy Powell, Ed.D
Superintendent/Principal

Dear Parents and Guardians:

You may be aware that we have a new student database called Infinite Campus. This system will help us share information about our students and use data to improve the overall educational program for your child. We are now ready to share a parent/guardian component called Infinite Campus Parent Portal. The Parent Portal will provide parents/guardians with online access to their child’s contact information, attendance, schedule, progress reports, lunch balance, and report cards in real time from your computer or smartphone. To register for the Parent Portal, please review our User Expectations and Portal Access & Use Policies then return this signed form to the office. Within 3-5 days, you will receive your personal parent ID number and instructions on how to login to Infinite Campus Parent Portal.

**Participation is voluntary and if you chose to not utilize the Infinite Campus Parent Portal, we will continue to update you as we have done in the past regarding your child and their academic progress.*

Infinite Campus Parent/Guardian Access Request Form

- I am requesting access to my child(ren’s) student information from the Sequoia Union School District Infinite Campus Parent Portal. I have read the Sequoia Union School District User Expectations for the Campus Parent Portal and agree to abide by and support the expectations. I understand, in the interest of security, the District reserves the right to change user passwords or deny access at any time. By signing the Infinite Campus Parent/Guardian Access Request Form, I, as parent/guardian, release the Sequoia Union School District from any and all liability for damages arising out of the unauthorized access to my parent/guardian account.
- I agree that I will not share my password or allow anyone other than myself to use the account including my own child(ren).
- I agree to protect any information printed or transferred to my computer, or destroy the documentation generated from this site.
- I understand that five unsuccessful logins will disable my account. If my account becomes locked I will contact the district Technology Office, and request that the account be unlocked. I will need to verify my identity based on information on the photo identification I provided with my application. In the sole discretion of the District, the account may be unlocked, but I understand that it may take up to 3 – 5 schools days to have my account unlocked
- I understand that by creating an account and logging in, I accept the Parent Agreement and Section I: User Expectations and Section II: Parent Portal Access and Use.**

Student Name:	
Parent/Guardian Name:	
Parent/Guardian Signature:	Date:
Preference for receipt of Activation Key (36 Digit Code): Standard Mail Email <i>If email, please provide your preferred email address:</i>	

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FAX 559-564-2136



User Expectations and Portal Access & Use

Section I: User Expectations

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred. Those changes are influencing instruction and student learning. The Sequoia Union School District supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/guardians and the student's teachers. The Sequoia Union School District manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians with a secure connection over the Internet. All parents/guardians will comply with the Internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

A) Rights and Responsibilities

This access is a free service offered to all current and active parents/guardians and students of the Sequoia Union School District. Access to student information from the Internet is a privilege, not a right. A parent/guardian will be authorized to activate a web account only after a family has enrolled their child(ren) in the Sequoia Union Elementary School District. Once a student withdraws or graduates from the Sequoia Union School District, their access will be inactivated. Parents/guardians, students, and staff must practice proper and ethical use.

B) Information Accuracy Responsibilities

Information accuracy is the joint responsibility between schools, parents/guardians, and students. The district will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, they should notify the school immediately. They may be required to provide proof that the information is inaccurate.

C) Information Accessible

The Sequoia Union School District reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to: 1) Attendance; 2) Schedule; 3) Assessment; 4) Reports.

D) Electronic Web Access Agreement

Each parent/guardian must complete and sign an Infinite Campus Parent/Guardian Access Request Form. After the form is received the school district will establish an account.

E) Use of the System

Parents/guardians are required to adhere to the following guidelines:

- 1) Parents/guardians will act in a responsible, ethical and legal manner.
- 2) Parents/guardians will not attempt to harm or destroy the school or the district's data or networks.

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- 3) Parents/guardians will not attempt to access information or any account assigned to another user.
- 4) Parents/guardians will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws would be subject to Civil and/or Criminal prosecution.
- 5) Parents/guardians who identify a security problem within the Portal must notify their school immediately, without demonstrating the problem to anyone else.
- 6) Parents/guardians will not share their password with anyone, including their own child(ren).
- 7) Parents/guardians will not set their computer to automatically login to the Internet site.
- 8) Parents/guardians identified as a security risk will be denied access to the site.

F) Security Features

- 1) Access is made available with a secure Internet site. Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed/electronic documentation generated from this site.
- 2) Five unsuccessful login attempts will disable the user's account. Until the District has verified the assigned user to the locked account, the account will remain locked. In order to use the account again the user will need to contact the Director of Technology or the Superintendent.
- 3) The users will be automatically logged off if they leave their web browser open and inactive for a period of ten minutes.
- 4) The Parent/guardian account will be inactivated when all their child(ren) have either withdrawn or graduated from Sequoia Union School District, or a court action denies the parent/guardian access to the student's information.

G) Limitation of School District Liability

This is a private network used for educational purposes and all user account activity is electronically recorded. The District reserves the right to limit or terminate the Portal site for viewing student information without notice.

The Sequoia Union School District will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet. The District will not be responsible for actions taken by the parent/guardian that would cause a breach in confidentiality of their child's information.

Section II: Parent Portal Access and use:

A) Initial Account Request and Setup

Each parent/guardian only needs to complete one Infinite Campus Parent/Guardian Access Request Form for all children in their household. The parent requesting the account will be emailed or mailed an Activation Key based on the preference selected on the Access Request Form. The district will file the completed and signed forms.

B) Account Unlock Procedures

Parents/Guardians must request unlocking of their account by contacting the district office and request that the account be unlocked. Staff will reset the password and notify the parent/guardian of the new password via email.

Note: This process could take 3 - 5 full school days.

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