

**COOPERSVILLE AREA PUBLIC SCHOOLS  
INFINITE CAMPUS PORTAL  
PARENT/GUARDIAN ACCEPTABLE USE POLICY/LOGIN APPLICATION**

Parent/Guardian:

To assist parents in monitoring their children's progress, enhance communication with parents and further promote educational excellence, Coopersville Area Public Schools (CAPS) is pleased to provide access to student information to parents/guardians through the CAPS Parent Portal. The CAPS Parent Portal is available through our student management system, Infinite Campus. The CAPS Parent Portal is available to parents/guardians (users) at any time and anywhere that an internet connection is available. Data will be available for all students enrolled at CAPS, however, the data available may vary by grade level and/or building. Parent/guardian accounts are issued per individual, not per household.

**User accounts are provided on an individual basis. Each parent/guardian must request his/her own user account by completing a copy of this form. The completed form and the proper identification must be presented in person to obtain login information.** This requirement is to protect the privacy of student records. CAPS reserves the right to deny or cease access to the CAPS Parent Portal due to court order or any other legal proceedings that limit the availability of private educational data.

Parents/guardians should be aware that all students in grades 6-12 will also have access to the student section of the CAPS Portal to view their data. Students will see the same data that the parent/guardian sees, however, parents/guardians will be able to access all of their children, regardless of building, through one username and password while students are restricted to viewing only their own data. Acceptable use of the CAPS Portal for students is covered by the Student LAN, Network/Internet Technology Acceptable Use Agreement and Technology Code of Ethics which is required to be signed by/for all students each school year in order to obtain permission to use the CAPS LAN, Network and Internet.

This form **does not** need to be completed each year for parents/guardians. Once an account has been established, the account will remain available as long as the user has a student enrolled in CAPS. **Please note that the CAPS Portal will be available to parents/guardians and students beginning the 2<sup>nd</sup> week of school each school year and will be deactivated 2 weeks after school has dismissed for the summer. *The Portal will not be available for students or parents during the summer months.***

Through the Parent Portal, parents/guardians will be able to view unofficial data about their children. This data includes, but is not limited to, demographic information, grades, class assignments for current classes, attendance, assessments, and behavior. 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.

Use of the CAPS Portal is a privilege and every user is expected to act in a responsible, ethical, and legal manner. Therefore, users of the Parent Portal are required to adhere to the following guidelines.

1. Each user will read, complete, and sign the CAPS Infinite Campus Portal Acceptable Use Policy/Login Application Form.
2. Login instructions must be picked up in person. A Driver's license or state ID with picture will be required at the time of pickup of the login instructions and individual activation key.
3. All data that is accessible on the Parent Portal is unofficial.
4. Users will not share their username and password to the Parent Portal with anyone, including their children. Internet browsers will not be set to auto login the Parent Portal.
5. Users will not attempt to access data or any account owned by another parent/guardian.
6. Users will not attempt to harm or destroy data of their own children, of another user, school or district network, or the Internet. (OVER)

5/13/2013

7. Users will not use the portal for any illegal activities, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
8. Users who are identified as a security risk to the CAPS Portal will be denied access to the Parent Portal.
9. Users will log off their portal sessions and not leave their computer unattended while logged into a Portal session.

For additional information regarding computer system requirements and security features of the CAPS Portal, please see the Parents' Link page on our website at [coopersvillebroncos.org](http://coopersvillebroncos.org).

By signing this acceptable use policy/application form, you are agreeing to its guidelines. Upon receipt of this signed form along with the proper identification, an activation key and instructions will be provided for you to create your CAPS Portal account.

I anticipate having access to records for the following students enrolled at CAPS (please print);

Legal Name	Grade	Building	Relationship to Student
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All fields must be completed for each child. Please attach an additional page, if necessary.

I have read the CAPS Portal Parent/Guardian Acceptable Use Policy, and I agree to abide by and support these rules. I understand that if I violate any term of this Acceptable Use Policy, that I may lose my privileges to use the Parent Portal and may be liable for civil and/or criminal consequences.

### PORTAL USER INFORMATION

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Office Use Only

Date Received: \_\_\_\_\_ ID Checked by (initials): \_\_\_\_\_ Activation Key Issued: Yes No

Application Denied by: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_