

**Washington Central Unified Union School District**  
**Infinite Campus Portal User Expectations**  
*(Parents/Guardians)*

**The WCUUSD Infinite Campus Portal is an online tool for parents/guardians to access timely and secure information about their students. Each parent, and/or legal guardian, is provided their own unique portal activation key for creating a user login and password for the Portal. Student usernames and passwords will be created by the district. By activating their user account, parents/guardians agree to abide by and support the terms of use and user expectations set forth in this document.**

**Section I: User Expectations**

Research indicates that one of the most significant factors in student achievement is engaging parents around student learning. The WCUUSD Infinite Campus Portal is provided to enhance school to home and home to school communication. Our primary goal is to provide an opportunity for students to continue to take responsibility for their own learning. Parents/Guardians will have additional information with which to engage in conversations with their student about their progress and to prompt their student to work with teachers regarding improving performance and setting goals for the future. Nurturing the development of responsibility is a key component of developing a reflective self-directed learner.

**A) Electronic Access to Student Information**

Washington Central Unified Union School District manages student information electronically and will make portions of student education records available only to authorized parents/guardians with a secure connection via the WCUUSD Infinite Campus Portal. All parents/guardians will comply with the Internet use regulations, technology regulations/procedures, and all other school and school district policies that may apply.

**B) Rights and Responsibilities**

Access to student information via the Portal is a privilege, not a right. Only after a family has enrolled their student(s) at a WCUUSD school will a parent/guardian be authorized to activate a Portal account. Once a student withdraws or graduates from WCUUSD the Portal account(s) of the student and their parent/guardian(s) will be deactivated.

**C) Demographic Information Accuracy Responsibilities**

Information accuracy is the joint responsibility of schools and parents/guardians. WCUUSD will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, they should make the appropriate updates online which will be verified by the U-32 Student Services Department or elementary school main office.

**D) Use of the System**

Users of the Portal are required to adhere to the following guidelines:

1. Users will act in a responsible, ethical and legal manner.
2. Users will not attempt to harm or destroy the school or the district's data or networks.
3. Users will not attempt to access information or any account which they do not have a legal right to access.
4. Users will not use the Portal for any illegal activity, including violation of federal and state data privacy laws. Anyone found to be in violation of these laws will be subject to civil and/or criminal prosecution.
5. Users who discover a security problem within the Portal must notify their school immediately.
6. Users will not share their password with anyone.
7. Users will not set their computer to automatically login to the Portal.
8. User accounts identified as a potential security risk will be denied access to the Portal.

**E) Security Features**

1. Access is made available via a password protected, encrypted Internet site.  
**Note:** Account holders are responsible for protecting their passwords and for properly protecting or destroying any printed/electronic documentation they generate from this site.
2. A Student's account will be deactivated when that student withdraws or graduates from WCUUSD.
3. Parent/Guardian accounts will be deactivated when their student has/have either withdrawn or graduated from WCUUSD, or a court action denies the parent/guardian access to the student's information.

**Section II: System Requirements/Support /Limitation of Liability**

- A) **System Requirements** The most current system requirements are posted to the WCUUSD web site, <https://www.WCSU32.org/> and each school’s website.
- B) **Support** Technical support for the Portal website can be obtained by contacting the WCUUSD technology staff at U-32 Middle and High School. The technology staff may provide limited support that is specifically related to accessing and using the Portal.
- C) **Limitation of School District Liability**
  1. WCUUSD and its member schools will use reasonable measures to protect student information from unauthorized access.
  2. WCUUSD and its member schools will not be responsible for financial obligations arising through unauthorized use of the system or Internet.
  3. WCUUSD and its member schools do not guarantee that the Portal will be accessible at all times nor that the Portal can be successfully accessed by particular technical access methods.
  4. WCUUSD and its member schools will not be responsible for actions taken by the user that may result in compromise of their student information.
  5. WCUUSD and its member schools reserve the right to add, modify, limit or remove functionality of the Portal or to terminate the Portal without notice.
  6. WCUUSD and its member schools log and monitor access to the Portal website.

**Section III: Portal Access and Use**

The process for gaining access to the portal is as follows:

- Parents/Guardians will be emailed the Log in ID and directions for activating their account approximately two weeks after this form is received and verified.
- Parents/Guardians needing assistance should contact their student’s school counselor (U-32) or main office staff (elementary schools).

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By signing below, I understand and agree to abide by the terms on this form. (Please write legibly. ONE form per person requesting access.)

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student name(s): \_\_\_\_\_ Date: \_\_\_\_\_

My Relationship to above student(s):     Parent     Legal Guardian     Other: \_\_\_\_\_

Email address to send code to: \_\_\_\_\_

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OFFICE USE ONLY:	
DATE RECEIVED: _____	INFORMATION VERIFIED: <input type="checkbox"/> BY: _____

**Please return the form to your school.**