

The WCSU 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 WCSU 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 Supervisory Union manages student information electronically and will make portions of student education records available only to authorized parents/guardians with a secure connection via the WCSU Infinite Campus Portal. All parents/guardians will comply with the Internet use regulations, technology regulations/procedures, and all other school and Supervisory Union 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 WCSU school will a parent/guardian be authorized to activate a Portal account. Once a student withdraws or graduates from WCSU 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. WCSU 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 Guidance 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. Three unsuccessful login attempts will disable the user's account. In order to use the account again the user will need to contact their child's school office to have the account re-enabled.
3. Users will be automatically logged off the Portal if they leave their web browser open and inactive for a period of time.
4. A Student's account will be deactivated when that student withdraws or graduates from WCSU.
5. Parent/Guardian accounts will be deactivated when their student has/have either withdrawn or graduated from WCSU, 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 WCSU web site, www.wcsuonline.org, and each school's website.
- B) **Support** Technical support for the Portal website can be obtained by contacting the WCSU 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. WCSU and its member schools will use reasonable measures to protect student information from unauthorized access.
 2. WCSU and its member schools will not be responsible for financial obligations arising through unauthorized use of the system or Internet.
 3. WCSU 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. WCSU and its member schools will not be responsible for actions taken by the user that may result in compromise of their student information.
 5. WCSU 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. WCSU 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:

- All parents/guardians must attend IC Parent Training before access is granted.
- 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).

Frequently Asked Questions:

- **Q: Will we still receive home reports and end of quarter report cards?**
A: Home reports will no longer be sent home. U-32 will send out an AlertNow email to remind parents/guardians that it is the middle of the quarter and a good time to log into the IC portal and check on student progress. Report cards will be distributed at the end of each quarter through TA.
- **Q: How often can we expect grades to be updated?**
A: Teachers have up to 2 weeks from when the student hands in homework, tests, quizzes, essays and projects, etc.
- **Q: How can I tell if a teacher "weighs" certain assessments and assignments?**
A: Most teachers discuss grading procedures during the school open house at the beginning of the school year.
- **Q: Will teachers still use class websites?**
A: Some teachers may still use class web sites but all grading will be done through the IC Portal. Most teachers discuss resources during the school open house at the beginning of the school year.
- **Q: Why did the average for the quarter suddenly change during the last few days of the quarter or immediately after the quarter ended?**
A: Long-term assignments are frequently due in the late days of a term. Long-term grades can have a large impact when they are included.
- **Q: A class grade/attendance record visible on the IC Parent Portal is inaccurate. Who should be contacted?**
A: When grading or attendance discrepancies are noticed, students should contact their teacher.
- **Q: Who has access to the Portal Information**
A: Only parents/guardians will have portal access. Only teachers, TA, school counselors and administrators who are working the student, that year, have access to student information.