



Adair County School District

Infinite Campus Parent Portal Acceptable Use Policy Overview

(The complete policy is found in the Code of Acceptable Behavior and Discipline Handbook.)

Only complete one form per household

The Adair County School District is pleased to offer parents/guardians access to their child(ren)'s school information through the Infinite Campus Parent Portal. This is a secure web-based (internet) application that provides pertinent information including attendance, grades, assignments, class schedules, and other student demographics.

To obtain a parent portal account, please complete the attached form and return it to your child's school office in person along with a photo ID. Only parents of students enrolled in the Adair County School District with legal rights to their child(ren)'s school records may receive an Infinite Campus Parent Portal account. It is not necessary to set up a separate account for each of your children. Infinite Campus is based on "households," which gives each parent/guardian access to view available information for all of their children.

Steps for Creating Your Parent Portal Account

1. Upon completion of the form and verification of your ID and household information, you will be provided with a Campus Portal Activation Key.
2. Go to <http://www.adair.kyschools.us> and click on Student/Parent Portal (top right link).
3. Click to enter your assigned Campus Portal Activation Key then Submit.
4. Enter User Name, Password, and Verify Password and click Create Account.
5. You will receive a message that says you have successfully created your account. You will then follow the link to log in to the Infinite Campus Parent Portal.
6. If you cannot log in, click on Problems Logging In enter your e-mail address, and Send Reminder. You will then receive an e-mail with your login information.
7. Tutorials for how to use the Infinite Campus Parent Portal are available at the district's Infinite Campus website.

Security Features of Parent Portal

Five unsuccessful login attempts will disable the user's parent portal account. To reactivate your account, follow #6 in the Steps for Creating Your Parent Portal Account listed above. Users will automatically be logged off when the Infinite Campus Parent Portal web browser has been inactive for a period of time. All attempts to log in to the Parent Portal are recorded and monitored.

Technical Issues With Parent Portal

The Adair County School District is not liable for any issues related to your personal computer nor is responsible for assisting with technical difficulties with your personal computer.

Your personal computer must meet or exceed the following system requirements.

<u>Platform</u>	<u>Support Minimums</u>		<u>Recommended Minimums</u>		
	Issues encountered while operating at levels below those listed in these columns will NOT be supported.		Though lower levels may be supported, Infinite Campus recommends that users operate at or above the levels listed in these columns.		
	Windows	Macintosh	Windows	Macintosh	
Operating System	XP	OS X 10.5x	Vista*	7	OS X 10.6.x
Processor	P4	G4	P1 GHz 32-bit	1 GHz 32/64-bit	Intel
RAM	512	512	1 GB	1 GB (with 32-bit) 2 GB (with 64-bit)	1 GB
Internet Browser	IE 7.0/8.0 Firefox 4.0 X/5.0x	Safari 4.x/5.x Firefox 4.0.x/5.0.x	IE 7.0/8.0/9.0 Firefox 4.0.x/5.0x	IE 8.0/9.0 Firefox 4.0x/5.0x	Safari 4.0.x/5.0.x Firefox 4.0.x/5.0.x
Java Plug-in	Java 1.5	Java 1.4.2	Java 1.5	Java 1.5	Java 1.5
Adobe Flash	Adobe Flash Player 10.X or higher is required for use of the Data Analysis tool and the Online Payments (Portal) premium product on all Campus-supported platforms.				
Adobe Reader	Infinite Campus does not support the use of Adobe Reader on platforms that are not supported by the third-party product vendors. Note to Macintosh Users: <ul style="list-style-type: none"> • Safari browsers should be enabled in 32-bit mode (to allow FDF forms to save in Campus). • Firefox use is not supported • Camino use is not supported. 				

There are times when Infinite Campus and the Parent Portal will be unavailable due to maintenance of the website and other technical issues that are beyond the control of the Adair County School District. Problems with logging in to the Infinite Campus Parent Portal must be submitted by clicking on the [Problems Logging In](#) link from the login screen of the Infinite Campus Parent Portal. Additional technical requests regarding the Infinite Campus Parent Portal should be e-mailed to IC.support@adair.kyschools.us. You must include a detailed description of the technical issue in this e-mail. Technical support requests will be monitored Monday through Friday and will be addressed within three (3) school days with e-mail notification sent to the user.

Users who identify a security problem or a potential problem with the accuracy of the data contained in the Infinite Campus Parent Portal must report this immediately to your child's school attendance clerk.

Student Information

- Attendance information is entered daily. However input of documentation designating an absence or tardy as excused will be entered within two school days of receipt. Questions about attendance should be submitted to each school's attendance clerk.
- Grades are posted within two weeks from the date the assignment is turned in by the student, with the exception of unforeseen circumstances, or delays due to makeup work or the length of a particular assignment. If you have questions about student grades, e-mail the classroom teacher.
- Personal data (household members, address, phone numbers, emergency contacts, bus assignments and transportation codes) is typically updated within one week of student registration and at the beginning of each school year. Questions or updates to personal data should be submitted to the school attendance clerk. Parents/guardians must notify their child(ren)'s school attendance clerk immediately when student information changes (household members, address, phone numbers, emergency contacts, bus assignments and transportation codes).

Information Accuracy Responsibility

Information accuracy is a shared responsibility between school staff, parents/guardians and students. School staff will strive to ensure that information is accurate and complete. If parents/guardians discover inaccurate information, they are asked to notify the school immediately. The district makes no guarantee that information in the portal will be error-free.

Mobile Browsers (in E.1138 Release Pack)

General mobile browsing is available on wireless devices capable of HTML. Functionality available will vary depending on the device's specific capabilities, but usually includes basic student contact information, student schedules, posted grades, teacher attendance, behavior, transportation and Portal access. Some devices may show additional features.

Campus Mobile Portal is an iOS application available for use and will only work on iOS devices (NOT Android, Blackberry or Windows-based mobile devices). The following devices are supported:

Device	Minimum Operating System	Device	Minimum Operating System
iPod Touch	4.2.1 Second generation and newer	iPhone 3GS	4.2.1+
iPhone 3G	4.2.1	iPhone4	4.2.1+
iPad	4.2.1+	iPad 2	4.2.1+



Due to numerous inconsistencies between mobile operating systems, devices and browsers, Infinite Campus nor the Adair County Schools cannot guarantee comprehensive support for mobile browsing.

Limitation of School District Liability

The Adair County School District and its personnel will not be responsible or liable for any claims or damages that a student and/or parent/guardian may suffer as a consequence of inappropriate use of the Infinite Campus Parent Portal or actions taken by the parent/guardian that may cause a breach in confidentiality of their child's information. Violations of Infinite Campus Parent Portal Acceptable Use Policies may result in loss of access privileges.

Adair County School District

Infinite Campus Parent Portal Access Request Form



The Adair County School District Infinite Campus Parent Portal offers parents/guardians access to their child(ren)'s school records through a secure connection over the internet. To protect the confidentiality of student records, all parents/guardians must complete this form and return it to your child's school office personnel along with a photo ID. At this time, the parent/guardian will be given a printout containing household information including names, address, phone number and relationships and asked to verify the content for accuracy. Upon verification, the parent/guardian will be provided with a Campus Portal Activation Key that is required to create your portal account

All fields on this form must be completed in their entirety for access to the parent portal.

Please Print

Parent/Guardian

Name: (one name per form) _____
(First Name, Middle Initial, Last Name)

Parent/Guardian

Home Address _____
(Street Address) (City) (State) (Zip Code)

Parent/Guardian

Home Phone (_____) _____ - _____ Work Phone (_____) _____ - _____

Parent Guardian E-Mail Address (Required) _____ @ _____

List all children currently enrolled in Adair Schools (Student's Legal Name)	Your Relationship to Student (ex. Mother, Father)	Student Resides With Parent Listed Above? (Yes or No)	School Enrolled	Grade Level

I hereby certify that all of the above information is true and I have legal authority to access the records of the student(s) listed above. I verify that I have read, understand and agree to abide by the Infinite Campus Parent Portal Acceptable Use Policy provided in the Code of Acceptable Behavior and Discipline Manual provided to each student and available on the District website. By signing this agreement, I hereby release the Adair County Board of Education and its personnel from any or all claims or damages that may arise as a result of my inappropriate use or unauthorized access to my account that may result in a breach in confidentiality of my child(ren)'s information.

Parent/Guardian Signature _____ Date _____
Signature & ID must be that of Parent/Guardian shown on the first line mm/dd/yy

Office Use Only:

Date Returned _____ ID Verified By _____

Verify E-Mail Address Date Activation Key Provided _____