# Denver Public Schools

Electronic Web Access Agreement for Viewing Student Information
Via Denver Public Schools Infinite Campus Parent/Student Portal

## Parent Agreement

I am requesting to review my child (ren's) student information on the Denver Public Schools Internet web site.  I have read the Denver Public Schools User Expectations and Computer Requirements for the Infinite Campus Parent/Student Portal and agree to abide by and support the expectations.  I understand, for the interest of security, the District reserves the right to change user passwords or deny access at anytime. By signing this agreement I, as parent/guardian, release the Denver Public Schools 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 three unsuccessful logins will disable my account.  If my account becomes locked I will contact my child's school and request the account to be unlocked.  I will provide the "Personal Login ID" given to me at the time the account was created and answer any questions to verify my identity.  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 have checked that the computer I will be using to access the Internet site for viewing student information meets or exceeds the minimum requirements as identified on the Denver Public Schools Web site.

List the names of all your child (ren) currently enrolled in Denver Public Schools and residing at the address listed below.  The information given on this form must match the enrollment information you provided during registration.

Residence Address:_____

Email Address:_____

Home Telephone Number: (_____)_____

Parent's Login Name: _____School Number_____ (School Number First Initial Last Name e.g. **195jsmith**)
*Parents will only need one login for all children/all schools.  Parents that are also DPS employees will use their DPS login.*

Please print
Child's First and Last Name must be written as they appear on the birth verification.

| Child's First Name | Child's Last Name | Child's Date of Birth | DPS School Attending | DPS Student ID# (to be completed by school) |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

The school will keep the completed and signed form in the cumulative record folder of each student.

_____   _____   _____
Parent/Guardian Signature                        Date                        Please Print Parent/Guardian Name

The school principal or secretary must witness the parent signing this form.  The parent must provide a photo ID prior to signing. If the parent cannot visit the school, a notary public must witness the parent signing the form and use their public seal with a current date.

_____
School Witness or Notary Public Official Witnessing Parent/Guardian Signature
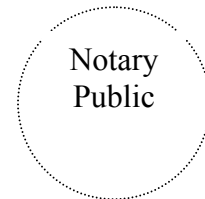
_____          _____
Date                         Date Commission Expires

Notary
Public

# Denver Public Schools

## Infinite Campus Parent/Guardian and Student Portal

<u>**Section I: User Expectations**</u>

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society.  Those changes are influencing instruction and student learning.  The School Board 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 Denver Public Schools manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians and students with a secure connection over the Internet.  All parents/guardians and students will comply with the Internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

**Electronic Access to Student Information Regulation**
Denver Public Schools uses a secure Internet site to enable electronic access to student information; enhancing communication between our parents/guardians, students, teachers, principals, and administrators.

**A)  Rights and Responsibilities**

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

**B)  Information Accuracy Responsibilities**

Information accuracy is the joint responsibility between schools, parents/guardians, and students.  Each school will make every attempt to ensure information is accurate and complete.  If a parent/guardian or student discovers any inaccurate information, they will notify their school immediately and provide proof of the inaccurate information.

**C)  Information Accessible**

Denver Public Schools reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

| | |
|---|---|
| 1) Attendance | 6) Course Requests |
| 2) Class Schedule | 7) Emergency Information |
| 3) Report Cards | 8) Immunizations |
| 4) Transcripts | 9) Assessment data and work in process |
| 5) Student Demographics | |

Students from grades six to twelve including the Charter School or Alternative program students may request a secure account.  A student will only have access to his/her own student information.

## D) Electronic Web Access Agreement

Each parent/guardian must complete and sign an Electronic Web Access Agreement for Viewing Student Information Form. After verification of information on the form, the school will follow the process outlined in this regulation to establish an account.

If a parent/guardian is unable to visit the school, they may download the Electronic Web Access Agreement for Viewing Student Information at a website to be determined. The parent/guardian must have the form certified by a notary public and mail the completed and signed form with the notary public seal and current date to their child's school.

***The parent will create a login name in the following format: school number first initial last name – Example: 195jsmith (195= Florida Pitt Waller School; j = Joe; Smith = last name)***
*Parents will only need one login for all children/all schools.  Parents that are also DPS employees will use their DPS login.*

The school will keep the completed and signed form in the cumulative record folder of each student.

## E)  Use of the System

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

1) Parents/guardians and students will act in a responsible, ethical and legal manner.

2) Parents/guardians and students will not attempt to harm or destroy the school or the district's data or networks.

3) Parents/guardians and students will not attempt to access Information or any account assigned to another user.

4) Parents/guardians and students 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 and students who identify a security problem within the Portal must notify their school immediately, without demonstrating the problem to anyone else.

6)  Parents/guardians and students will not share their password with anyone, including their own child(ren).

7) Parents/guardians and students will not set their computer to automatically login to the Internet site.

7)  Parents/guardians and students 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.

Note:  Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed/electronic documentation generated from this site.

2) Three unsuccessful login attempts will disable the user's account.  Until the school 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 their child's school.

3) The users will be automatically logged off if they leave their web browser open and inactive for a period

of time

4) The student's account will be inactivated when the student withdraws or graduates from Denver Public Schools.

5) The Parent/guardian account will be inactivated when all their child(ren) have either withdrawn or graduated from Denver Public Schools, or a court action denies the parent/guardian access to the student's information.

## Section II: System Requirements and Support:

### A) System Requirements

1) The most current system requirements will be posted to the Denver Public Schools Infinite Campus Web site: https://campus.dpsk12.org/campus/portal/icprod.jsp

### B) Support

1) Telephone support for issues concerning student information or procedures is available by contacting your school representative.

2) When calling, the school will identify the caller with the "Person Log In ID" given to the caller at the time the account was created. If the callers get voicemail, they will leave their name, phone number, the best time to contact, and a description of the problem.

### C) Limitation of School District Liability

The Denver Public Schools 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 does not promise any particular level or method of access to the Internet site for viewing student Information. The District will not be responsible for actions taken by the parent/guardian or student that would cause compromise of their student Information. The District reserves the right to limit or terminate the Internet site for viewing student Information without notice. All parents/guardians and students of the District network by requesting an Internet site for viewing student Information account consent to electronic monitoring and understand that this is a private network used as an educational tool by Denver Public School employees and students. Account activity is electronically recorded.

## Section III: Parent Portal Access and use:

### A) Initial Account Request and Setup

1) For Parents/Guardians new to the District:

   i) When parent/guardians are enrolling their child(ren), the parent/guardians can complete the Electronic Web Access Agreement for Viewing Student Information.
   ii) The parent/guardians only need to complete one Electronic Web Access Agreement form for all children in their household.
   iii) For security reasons, all parent/guardians must sign the form in the presence of a school principal or school secretary.
   iv) School will verify parent/guardians identification with an official government identification.
   v) If the parent/guardian cannot visit the school, a notary public must witness the parent/guardian signing the form and use their public seal with a current date.
   vi) After the student is enrolled into the student information system, the parent/guardians requesting the account will be e-mailed or mailed an activation key and "Person login ID".
      (1) The activation key is used by the parent/guardians to create their secure account.
      (2) The "Person Login ID" is used by the schools to verify a person requesting an account unlock.
   vii) The school will keep the completed and signed form in the cumulative record folder of each student.

2) For Parents/Guardians who do not currently have an Internet access account but have a child already enrolled
   i) Each parent/guardian only needs to complete one Electronic Web Access Agreement form for all children in their household.
   ii) For security reasons, each parent must sign the form in front of the school principal or school secretary.
   iii) School will verify parent identification with official government identification.
   iv) The parent requesting the account will be given an activation key and "Person Login ID".
       (1) The activation key is used by the parent to create their secure account.
       (2) The "Person Login ID" is used by the schools to verify a person requesting an account unlock.
   v) The school will file the completed and signed form in the student's cumulative record folder.

3) For Students:
   i) Students from grade six through twelve can request their own account from their school.
   ii) School will verify the student identification.
   iii) A student requesting an account will be given an activation key and "Person Login ID".
       (1) The activation key is used by the students to create their secure accounts.
       (2) The "Person Login ID is used by the schools to verify a person requesting an account unlock.

4) For Schools:
   i) The activation key will not be given to a parent/guardian or student without first verifying the identity of the requestor.
   ii) The Electronic Web Access Agreement form signed by a parent will be maintained in the student's cumulative record folder.

## B) Account Unlock Procedures

1) Parents/Guardians or Students may request unlocking their account either by telephone or in person.
   a. Via Phone –
      i. The requestor will be asked a series of random questions and for the Person ID given to the person at the time the account was setup by the school administration.  The questions will be limited to information in the student management system that only the requestor would know.

   b. In Person – The Parent/guardian or student will make the request to the secretary at the school.

   c. For Schools - Once the school has confirmed the Parent/Guardian or Student's identification, the school will request an account reset via an email to the DoTS Hotline with the following information:
      • Student password reset – Student's full name; Perm ID; DOB (MMDDYY)
      • Parent password reset – Parent's full name; student's name; student's DOB (MMDDYY)
      • The Hotline will notify the school of the reset.  The school would then notify the user that the password has been reset to the student's DOB (MMDDYY).

*Note:  Depending on the volume of requests and District/School workload, this process could take 3 - 5 full school days or longer during peak times.*