



Parent/Guardian Portal Access Agreement, Release and Account Application

Parent/Guardian Agreement & Application Form

I am requesting to review my child(ren)'s student information on the Omaha Public Schools Infinite Campus Parent/Guardian Portal Internet web site ("Portal"). I have read the OPS Infinite Campus Parent/Guardian Portal User Expectations and System Support document and agree to abide by and support the expectations and rules set forth therein. I understand that, in the interest of security, the Omaha Public Schools District ("OPS" or "District") reserves the right, at any time and without notice to: change user passwords; deny my access to the Portal; terminate the Portal; and, electronically record and monitor my use of the Portal. **By signing this agreement I, as parent/guardian, release the District from any and all liability for damages of any kind or nature resulting from or arising out of this agreement or any use of the Portal, including the unauthorized access to my parent/guardian account.** I also agree to abide by the following limitations:

- 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 access the Portal only through a secure Internet connection and to protect or destroy any information generated from the Portal that I print or that is transferred to my computer.
- I understand that five unsuccessful logins will disable my account. If my account becomes locked I will contact my child's school and request the account be unlocked. I will 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.

For Office Use Only Parent/Guardian Information (Please Print)

Person ID: _____

Duplicates?
 Yes No
 If yes, Birth Date: _____

Name: _____ **Address (Street):** _____

Email Address: _____ **City, State ZIPCode:** _____

Home Telephone Number: _____

List the name(s) of your child(ren) currently enrolled in the District to whom you have guardianship rights. The information given on this form must match the enrollment information provided during registration.

	Last Name	First Name	Birth Date	School	Relationship
Guard <input type="checkbox"/> Portl <input type="checkbox"/>					
Guard <input type="checkbox"/> Portl <input type="checkbox"/>					
Guard <input type="checkbox"/> Portl <input type="checkbox"/>					
Guard <input type="checkbox"/> Portl <input type="checkbox"/>					

Comments: _____

Send to:
GUID Team – Complete Records
SIS – Incomplete Records

By my signature below, I agree to be bound by the terms of this agreement and I affirm that there are no legal restrictions that would preclude me from accessing the information of the students listed above.

Printed Parent/Guardian Name Parent/Guardian Signature

Date

Yes No **Are you an OPS Employee?** *For purposes of maintaining a single account for you as both a parent and an employee, please complete the following information:*

School building or office location _____

Date of Birth _____

Please allow 4-6 weeks for review and processing. Upon approval you will be provided instructions for the creation of an account, username, and password. Please return this completed application form to your child's school. The District will keep this completed and signed form on file.

OPS Infinite Campus Parent/Guardian Portal User Expectations and System Support

SECTION I: USER EXPECTATIONS

The Internet and secure web access have altered the ways confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. The Omaha Public Schools District (“OPS” or the “District”) supports access by parents/guardians, teachers, counselors, and administrators to informational resources that will improve participation in a child’s education and improve communication between parents/guardians, the student’s teachers, and administration. The District manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians with a secure connection over the Internet. All parents/guardians will comply with the Internet user regulations and all technology regulations/procedures, as well as all other District policies that may apply.

Electronic Access to Student Information

The District uses a secure Internet site to enable electronic access to student information (the “Portal”), enhancing communication between our parents/guardians, teachers, and administrators.

A) Privileges and Responsibilities

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

B) Information Accuracy Responsibilities

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

C) Information Accessible

The District reserves the right to add, modify or delete functions viewed via the Portal at any time without notice, including, but not limited to, the functions listed below.

- Attendance
- Class Schedule
- Progress Reports
- Periodic Assignments and Grades
- Report Cards
- Transcripts
- Immunizations

D) Parent/Guardian Portal Access Agreement, Release and Account Application

Each parent/guardian must complete and sign a **Parent/Guardian Portal Access Agreement, Release and Account Application Form**. After verification of information on the form, the District will follow the process outlined in this procedure to establish an account.

A parent/guardian may download the **Parent/Guardian Portal Access Agreement, Release and Account Application Form** from the District's website: <http://www.ops.org/ic>. Click on the Parent Portal button on the left-hand side of the screen. The parent/guardian must return the completed and signed form to your child's school:

The District will keep the completed and signed form on file.

E) Use of the Portal

Parents/guardians are required to adhere to the following rules:

1. Parents/guardians will act in a responsible, ethical and legal manner.
2. Parents/guardians will not attempt to harm or destroy the school or the District's data networks.
3. Parents/guardians will not attempt to access information or any account assigned to another user.
4. Parents/guardians 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 may be subject to civil and/or criminal prosecution.
5. Parents/guardians who identify a security problem within the Portal must notify their school immediately, without demonstrating the problem to anyone else.
6. Parents/guardians will not share their password with anyone, including their own child(ren).
7. Parents/guardians will not set their computers to automatically login to the Portal.
8. Parents/guardians identified as a security risk will be denied access to the Portal.

F) Security Features

1. Access is made available with a secure Internet site.
Note: Account holders are responsible for not sharing their passwords and for properly protecting or destroying any printed or electronic documentation generated from the Portal for their account.
2. Five unsuccessful login attempts will disable the user's account. In order to use the account again the user will need to contact his/her child's school and be prepared to answer any questions required to verify identity.
3. Users who leave their web browsers open and inactive for a period of time will be automatically logged off.
4. The parent/guardian account will be inactivated when the parent/guardian's child(ren) has/have either withdrawn or graduated from the District, or a court action denies the parent/guardian access to the student's information.

G) Limitation of School District Liability and Responsibility

1. The District will not be responsible for financial obligations or liabilities arising from the unauthorized use of the Portal or Internet.
2. The District does not promise any particular level or method of access to the Portal for viewing student information.
3. The District will not be responsible for any action taken by a parent/guardian that could compromise a student's information.
4. The District reserves the right to limit or terminate my Portal access at any time, without notice.
5. All parents/guardians of the District, by requesting an account on the Portal for viewing student information, consent to electronic monitoring and understand that the Portal is a private network used as an educational tool by the District. Account activity is electronically recorded.

SECTION II: SYSTEM REQUIREMENTS AND SUPPORT

A) System Requirements

The most current system requirements will be posted to the District's Web site:

<http://www.ops.org/ic>

Click on the Parent Portal button on the left-hand side of the screen.

B) Support

1. Telephone support for issues concerning student information or procedures is available by contacting your child's school.
2. When calling, the District will identify the caller with the "Person Log In ID" given to the caller at the time his or her account was created. If a call goes to voicemail, the caller will leave his or her name, phone number, the best time to contact, and a description of the problem.

SECTION III: PARENT/GUARDIAN PORTAL SETUP AND ACCESS

A) Initial Account Request and Setup For Parents/Guardians new to the District:

1. Parents/guardians enrolling their child(ren) in the District for the first time can complete the **Parent/Guardian Portal Access Agreement, Release and Account Application Form** at the time of enrollment.
2. Parents/guardians only need to complete one **Parent/Guardian Portal Access Agreement, Release and Account Application Form** for all children in their household.
3. After a student is enrolled into the student information system, the student's parent/guardian requesting the account will be e-mailed or mailed an activation key. The activation key is used by the parent/guardian to create the secure account.
4. The District will keep the completed and signed application form on file.

B) For Parents/Guardians who do not currently have a Portal account but have a child already enrolled in the District:

1. Parents/guardians only need to complete one **Parent/Guardian Portal Access Agreement, Release and Account Application Form** for all children in their household.
2. The parent/guardian requesting the account will be e-mailed or mailed an activation key. The activation key is used by the parent/guardian to create the secure account.
3. The District will keep the completed and signed application form on file.

C) Account Unlock Procedures

A parent/guardian may request that his or her account be unlocked, in person, or by a telephone call to his or her child's school. Parents/guardians should be prepared to verify their identity at that time.

Via Telephone

The requestor will be asked a series of random questions. The questions will be limited to information in the student management system that only the parent/guardian would know.

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.