

Camden Central School District

Request for Permission to Access Schooltool Parent Portal for Camden Central School District

My name is: _____

I am a parent, guardian, or person in parental relation, of a student in the Camden Central School District listed below: (If you have more than one student in attendance in the District and would like permission to request access to Parent Portal for them also, please list them below.)

Student First Name	Student Last Name	Student Date of Birth

My present e-mail address for this purpose is: _____@_____

I request that Camden Central School District provide me with a login/password that will allow me to access information about my student's school performance, which could include classes, teacher names, attendance, report card grades, and other information housed in the District Student Management Database. I understand that this information is stored in a database called Schooltool, which is maintained by Camden with support from the Mohawk Regional Information Center of the Madison-Oneida BOCES. In return for Camden providing me with a login/password, I agree to the following Terms of Network Access:

Please **read** each item below, **print** and **sign** your name to acknowledge each bulleted item has been read.

- I will maintain a valid e-mail address that Camden Central School District may use to send me the pertinent information concerning my Parent Portal Account.
- I will only attempt to view information about the student(s) listed above. I will not attempt to "hack", manipulate, or otherwise try to evade the security measures to access information regarding any other person. Accessing accounts beyond the student(s) listed above is illegal and will be punishable to the full extent of the law.
- I will not intentionally transfer to the Schooltool system any virus, Trojan horse, or other malicious computer code.
- If granted the ability (at a future time) to enter data into my child's record, I will only enter accurate information.
- I understand that the District's use of the Schooltool software is supported by technical assistance from the Mohawk Regional Information Center, Mindex, and possibly other consultants, and employees of these entities. They are instructed to keep confidential any personally-identifiable information, including educational records, they may see in the performance of their duties. I consent to the disclosure of information about me or the student(s) listed above under these circumstances.
- I understand that all information stored in the Schooltool database remains the property of the District, and may be accessed, examined, or modified by the District or its vendors at any time.
- I understand that the Schooltool database may record and retain information about when and how I use Schooltool through the Parent Portal, and that this information is the property of the District and subject to review by the District.
- I agree that I will not disclose **my** login password to any other person, not even other people in my family or household. I accept responsibility for all actions that are performed by anyone gaining access to the Schooltool database using the login password assigned to me.

- I understand that the District retains the discretion to block my access to Schooltool whenever it has reasonable suspicion to believe that I have violated one of the foregoing terms of accessing Schooltool and other Network resources.
- I understand that the Parent Portal will be turned off during the months of July and August while preparation is being done for the new school year.

Please **print** and **sign** your name below to complete the request:

Parent/Guardian/Person in Parental Relation

(Print Full Name) _____ Date: _____

(Sign Full Name) _____ Date: _____

For District Use Only:

Received by: _____ Date: _____

Processed by: _____ Date: _____