



FORT DODGE CSD – Parent Agreement Electronic Student Information System and Records Form

Purpose: To provide parents/guardians the opportunity to view student data and information over the Internet. Information may include, but is not be limited to, grades, assignments and attendance from the District's student information system.

I am requesting access to my student's information on the Fort Dodge CSD Internet web site. I agree to abide by and support the expectations listed below. I understand, for the interest of security, the district reserves the right to change user passwords or deny access at any time. By signing this agreement, I, as a user, release the Fort Dodge Community School District from any and all liability for damages arising out of the unauthorized access to my portal account.

IMPORTANT: If disclosure of student/family information occurs or if access privileges need to change, the eligible Portal User must notify the district and request a change in their log-in and password. A request for a change will only be honored for that user's access. For your protection, accounts are disabled after three unsuccessful attempts using an incorrect *password*. If your account is disabled, you will see this message: *"Your user account has been disabled! Contact your system administrator."* Please contact the Information Technology Department at 574-5363 or by e-mail at campusportal@fort-dodge.k12.ia.us to have it unlocked. Please be aware that it may take as many as 3 school days for the account access to be restored.

1. All records, data, or information related to individual students shall be treated as **confidential**, and shall be maintained in the manner that will assure the privacy of students and parents. Parents/guardians and eligible students are only granted access to the electronic information via a unique user ID and strong password.
2. Your signature on the this form indicates that you have carefully read and understand the significance of the terms and conditions set forth and will remain in effect for the duration of your enrollment with the Fort Dodge CSD.
3. The Fort Dodge CSD is committed to maintaining the confidentiality of educational records and any other student information from the District's student information system. I will not allow anyone else to use the account or view the data.
4. Portal Users will not attempt to harm or destroy data of their student's, another user, school, or district network.
5. Parents will not use the Campus Portal for any illegal activity including violation of Data Privacy laws. Anyone found to be violating the laws would be subject to civil and/or criminal prosecution.
6. Parents will not access data or any account owned by another parent or student.
7. Parents who identify a security problem with the Campus Portal must notify the Information Technology Department at 574-5363 immediately, without demonstrating the problem to anyone else.
8. Individuals who are identified as a security risk to the Campus Portal or any other Fort Dodge CSD computers or networks, will be denied access to the Campus Portal.
9. All data that is accessible on the Campus Portal is unofficial.

Who will have access: The Fort Dodge Community School District is required to follow the FERPA (Family Educational Rights and Privacy Act) guidelines. FERPA is a federal law that gives parents or eligible students the right to have access to a student's educational record. The term "parent" is defined as including natural parents, or a guardian or other individual acting as a parent in the absence of a parent or guardian. Step-parents that are present in the day-to-day home environment of the child have the same rights as a natural parent. For more information on FERPA, see <http://www.ed.gov/offices/OM/fpco/ferpa/parents.html>.

To help protect the student's record, a copy of the student's birth certificate must be provided with this contract. For step-parents, the contract **must** be signed by one of the natural parents listed on the birth certificate. For other legal guardians, please provide any official document that states you are the legal guardian of the student. An example of that official document would be a letter from DHS or other court document. Failure to provide this documentation will result in delay or denial of this contract.



For Office Use Only: Family ID _____ Verified By _____
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I am the parent/legal guardian of:

Student Name: _____ Birth date: _____

Student Name: _____ Birth date: _____

Student Name: _____ Birth date: _____

Student Name: _____ Birth date: _____

You must provide a copy of the student's birth certificate or other official document showing guardianship. Failure to provide documentation may delay/deny the request.

Parent/Guardian Account 1:

Relation: Father Mother Legal Guardian Step-Father Step-Mother

Parent/Guardian Name (please print): _____

E-mail address (please print): _____

I have read the Fort Dodge Community Schools Parent Agreement and I agree to the terms and conditions listed.

Parent/Guardian Signature _____

Parent/Guardian Account 2:

Relation: Father Mother Legal Guardian Step-Father Step-Mother

Parent/Guardian Name (please print): _____

E-mail address (please print): _____

I have read the Fort Dodge Community Schools Parent Agreement and I agree to the terms and conditions listed.

Parent/Guardian Signature _____