

Laguna Department of Education

Infinite Campus/NASIS Parent Portal User Agreement

Laguna Department of Education uses Infinite Campus/NASIS for student information management. Infinite Campus has developed a Parent Portal that allows parents/legal guardians to access timely, secure information about their child(ren) via the Internet. Laguna Department of Education will provide parents/legal guardians of currently enrolled students with free access to the Parent Portal. Each parent or legal guardian who wishes to access the Parent Portal [<http://www.lagunaed.net/>] will be provided with his or her own unique portal activation key for creating a user login and password. By signing the attached Portal Activation Request Form and accessing the Parent Portal, you agree to abide by and support the terms of this User Agreement (the "Agreement"). Please read this Agreement carefully. If you do not agree to these terms, you should not submit a Portal Activation Request Form, activate your user account, or otherwise access the Parent Portal.

PURPOSE

Laguna Department of Education has opened the Parent Portal to enhance communication between the school and parents/guardians. Enhancing communication among all stakeholders is one of our goals.

USER EXPECTATIONS

Rights and Responsibilities

Access to the Parent Portal on the LDOE system is a privilege, not a right. Only after a family has enrolled their child(ren) will a parent/legal guardian be authorized to activate a Portal account. Once a student withdraws or graduates from LDOE schools, such access will be deactivated. All parents/legal guardians must understand and practice proper and ethical use of the Parent Portal and Infinite Campus system.

Accessible Information

Users of the Parent Portal will have access to the following information through Infinite Campus:

1. Personal Data;
2. Attendance;
3. Student schedules;
4. Grade book and assignments; and
5. Grade checks and report cards.

Data posted on Infinite Campus will vary based on the school your child attends. It is our goal to maintain accurate records; therefore, if you detect a discrepancy, please notify the Registrar at your child's school or email: nasisHelp@lagunaed.net .

Personal Data – Personal data is typically updated within one week of student registration. The volume of changes collected during fall registration may delay updates beyond one week.

Attendance Data – Laguna Elementary School records attendance twice each day. Laguna Middle School records attendance every period.

Class Assignments – Class assignments and scores can be viewed once teachers have entered them in Infinite Campus. Student scores are an approximate grade at a specific point in time.

Grade Checks/Report Cards – Grade checks will be posted every three weeks during the trimester. Trimester report cards will be posted at the end of each trimester

Laguna Department of Education reserves the right to deny access to and/or discontinue use of the Parent Portal at any time. Laguna Department of Education also reserves the right to add to or remove any of the above functions from the Parent Portal at any time.

Use of the Parent Portal

Users of the Parent Portal and Infinite Campus are required to adhere to the following guidelines:

1. Users will act in a responsible, legal, and ethical manner.
2. Users will not attempt to harm or destroy data on the school network, the school network itself, or any other school property.
3. Users will not attempt to access information and/or data concerning any students other than their own child(ren) or any account assigned to or associated with another user.
4. Users will not use the Parent Portal or Infinite Campus for any illegal activity, including but not limited to violation of data privacy laws. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.
5. Users who identify security problems with the Parent Portal must notify Cindy Barton, the Infinite Campus/NASIS Parent Portal contact at LDOE, using the contact information listed above.
6. Users will not share their password with anyone, including their own child(ren), and will not allow anyone other than themselves to use their Parent Portal account.
7. Users will not set their computer(s) to automatically log-in to the Parent Portal, and will log out of their Parent Portal account when they are not at their computer.
8. Users identified as a security risk will be ***denied access*** to the Parent Portal.
9. Users shall not seek to learn, change, or share other users' passwords, modify other users' files or data, or impersonate other users.
10. Users shall not intentionally disrupt the use of the school network or devices attached to the network.
11. Malicious use of the Parent Portal, Infinite Campus, or any other LDOE computer system accessed through those sites to develop programs or computer viruses that harass other users, infiltrate a computer or computer system, or damage the software components of a computer or computing system are prohibited.
12. Loading, transmitting, or intentionally receiving hate mail, harassing content, and/or other harmful or offensive content is prohibited.
13. Use of the system to process or upload pornographic material, inappropriate text files, illegal software, or files dangerous to the integrity of the Parent Portal, Infinite Campus, or LDOE computer systems (including any attached devices) are prohibited.

Security Features

Users are responsible for not sharing their passwords, not allowing others to use their account, and properly protecting and destroying any printed or electronic documentation generated from or about the Parent Portal or Infinite Campus site.

Five unsuccessful login attempts will disable the user's Portal account. In order to reactivate the account, the user will need to return to Laguna Department of Education to present proper identification. LDOE retains the discretion to unlock the account, which may take 3-5 school days.

User will automatically be logged off if the Portal web browser is open and inactive for a period of time.

All attempts at logging into the system are recorded and monitored.

LDOE reserves the right to, in the interests of security, change user passwords or deny access at any time.

Initial Account Request and Setup

For parents/legal guardians who do not currently have a Portal account but have a child currently enrolled in LDOE schools:

1. You must complete the Portal Activation Request Form, a copy of which is included with this Agreement. A parent/legal guardian only needs to complete one form for all children in their household.
2. LDOE may request that you bring photo identification to school in order to verify your identity.
3. The parent/legal guardian requesting the account will be given an activation key that they can use to create a password and set up their account.
4. Once an account has been created, a parent/legal guardian will be given a printout containing his or her account information, including name, address, phone, and relationships with your household, and asked to verify the content contained on this printout.

System Requirements – Computer

Processor 486 running at 66MHZ; Pentium recommended

Window 98 Or Newer Operating System – 16MB Memory or greater – 45 MB of disk space or greater

Internet Connection

56K or faster.

Monitor

The Parent Portal is best viewed with resolution of 800 x 600 or greater.

Mobile Applications

An Infinite Campus App is available for download for iPads, iPhones, iPods, and Android devices. In order to access Infinite Campus this way:

1. Launch the Campus App, select Settings, and enter this District ID: LAGUNA
2. Enter your Campus Portal Username and Password
3. Select “Log In / Sign In”

DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITY

You agree that use of the parent portal and infinite campus are at your own risk. The Parent Portal and Infinite Campus are provided “as is” and, to the fullest extent permitted by law, are provided without warranties of any kind, either express or implied. Without limiting the foregoing, Laguna Department of Education does not make any warranties of fitness for a particular purpose, title, merchantability, completeness, availability, security, compatibility or noninfringement; or that access to and/or use of the Parent Portal or Infinite Campus will be uninterrupted, free of viruses and other harmful components, accurate, error free, or reliable. Indeed, there are times when there will be a need to shut down the Parent Portal, including for maintenance reasons.

In no event shall Laguna Department of Education or its affiliates, successors, and assigns, and each of their respective employees, board members, and agents (collectively the “LDOE parties”), be liable for any direct, indirect, punitive, incidental, special, consequential, or other damages, including loss of profits, arising out of or in any way related to the use of the Parent Portal and/or Infinite Campus, whether based in contract, tort, strict liability, or other theory, even if the LDOE parties have been advised of the possibility of damages

You agree to defend, indemnify, and hold harmless the LDOE parties from and against any and all liabilities, claims, damages, expenses (including reasonable attorneys’ fees and costs), and other losses arising out of or in any way related to your breach or alleged breach of this agreement or your use of the Parent Portal and/or Infinite Campus. LDOE reserves the right, at your own expense, to employ separate counsel and assume the exclusive defense and control of any matter otherwise subject to indemnification by you.

Changes to Agreement

LDOE may add to, delete from, or change the terms of this Agreement from time to time. You should look at this Agreement regularly, and can access it at <http://www.lagunaed.net/>. Your continued access and use of the Portal and/or Infinite Campus following such changes will constitute your acceptance of the revised Agreement. You may not amend this Agreement.

Entire Agreement

This Agreement constitutes the entire understanding and agreement between you and LDOE with respect to the subject matter of the Agreement.

No Third Party Rights; Assignment

This Agreement is for the benefit of you and the LDOE, each of which shall have the right to enforce its rights hereunder directly and on its own behalf. No other person has any rights under this Agreement. You may not sell, assign or transfer your rights or obligations under this Agreement without our prior written consent. LDOE may sell, assign or transfer our rights or obligations under this Agreement to any party at any time without notice.

Severability; Waiver

If any provision of this Agreement is found to be invalid or unenforceable, the remainder of this Agreement will continue in effect.

Any waiver of the provisions of this Agreement must be in writing to be valid. No waiver will occur as a result of a usage of trade, custom or practice or of the course of conduct between the parties. LDOE's failure to exercise or enforce any right or provision of this Agreement shall not constitute a waiver of such right or provision.

Compliance with Law

Nothing in this Agreement shall prevent LDOE from complying with the law or excuse parents/legal guardians from complying with the law.