

**Jordan-Small Middle School – RSU14  
Infinite Campus Parent Portal  
Agreement and Application Form**

I am requesting to review my child(ren)'s student information on the Jordan-Small Middle School's website. I understand that in 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 parent/guardian, release the Jordan-Small Middle School – RSU 14 from any and all liability for damages arising out of the unauthorized access to my parent/guardian account.

I also agree to abide by the following guidelines:

- 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 the school and request that the account be unlocked. I will answer any questions to verify my identity. At the sole discretion of the District, the account may be unlocked, but I understand that it may take up to three school days to have my account unlocked.
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**Parent/Guardian Information**

By my signature below, I affirm that there are no legal restrictions that would preclude me from accessing my student's information. By my signature below, I have read and understand the terms of the Infinite Campus Parent/Guardian Portal Acceptable Use and Safety Policy and agree to adhere to its terms.

\_\_\_\_\_  
Parent/Guardian Name (1)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name (2)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Town

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Email Address Parent/Guardian (1)

\_\_\_\_\_  
Email Address Parent/Guardian (2)

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List the name (s) of your child (ren) currently enrolled in RSU #14 that you have guardianship rights to. The information given on this form must match the enrollment information provided during registration.

<b>Child's Last Name</b>	<b>Child's First Name</b>	<b>Date of Birth</b>	<b>School</b>	<b>Relationship to Child</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Please forward completed form to your child's school.**

**Important:** Once the above information is verified and processed, your Infinite Campus Activation Key along with directions on how to access the site and create your Username and Password will be sent to you by mail

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**TECHNOLOGY USE ONLY**

Date Received \_\_\_\_\_ Activation Key Provided \_\_\_\_\_ Initials \_\_\_\_\_

**Jordan-Small Middle School – RSU 14**  
**Infinite Campus Parent/Guardian Portal Acceptable Use and Safety Policy**

Infinite Campus, a web based student management application, has developed a parent portal tool to allow parents/guardians to view the records of their child (ren) via the internet.

Jordan-Small Middle School will provide parents/guardians of currently enrolled students the privilege of free access to the Parent Portal.

**Purpose**

Jordan-Small Middle School has opened the Parent Portal to enhance communication between the school and parents/guardians. Users of the Parent Portal will have access to the following information about their children:

- Personal data and contact preferences
- Attendance
- Student Schedule
- Behavior
- Report Cards

Jordan-Small Middle School reserves the right to add or remove any of the above functions from the Parent Portal at any time.

**Use of Parent Portal**

Access to the Parent Portal on the school district's system is a privilege, not a right. Users of the Parent Portal are required to adhere to the following guidelines:

- User will act in a responsible, legal and ethical manner.
- User will not attempt to harm or destroy data, the school or district network.
- User will not attempt to access data or any other account owned by another user.
- User will not use the Parent Portal for any illegal activity, including violation of data and privacy laws. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.
- Users who identify a security problem with the Parent Portal must notify the School Technology Department immediately without demonstrating the problem to someone else.
- Users will not share their password with anyone, including their own children.
- Users will not set their own computer to automatically log-in to the Parent Portal.
- Users identified as a security risk to the Parent Portal or Jordan-Small Middle School will be denied access to the Parent Portal.

**System Requirements**

Computer: Pentium 2 or higher recommended & Macintosh  
Windows Operating System: Windows 98 or higher/ Mac OS

Software: Internet Explorer 5.5 or higher  
Adobe Acrobat Reader: minimum version 8 (free download [www.adobe.com](http://www.adobe.com))

Internet Connection: High Speed Cable/DSL recommended – minimum 56K

Monitor: Best viewed with resolution set at a minimum of 800 x 600

**Student Record Information**

Student Information issues should be directed to your child's school main office.

If you are interested in taking advantage of this new technology, we are asking you to follow the steps below:

1. Please fill out the form found on the following page and bring it into the main office at our child's school.
2. The school will contact you via email or regular mail and give you the URL for the Parent Portal along with your unique Activation Key or user account. You will only need an activation key the first time you access the portal.
3. We will also give you instructions on how to log into the Parent Portal for the first time, where you will be able to set your own user name and password. You will need only one user account to access all the children in your household.