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***INFINITE CAMPUS PARENT PORTAL ACCESS/USER EXPECTATIONS AGREEMENT***

Infinite Campus Parent Portal is a tool for parents to access online, timely and secure information about their student(s). Each parent or legal guardian is provided with their own unique portal activation key for creating a user login and password for the parent portal. By activating your account, you are agreeing to abide by and support the terms of use and user expectations set forth in this document to insure the safety and privacy of each student.

**SECTION 1. Parent/Guardian Agreement for Use of the System**

- a. Parents/guardians agree not to share their password or allow anyone other than themselves to use their parent portal account including their own child(ren).
- b. Parents/guardians agree not to access data or any account owned by another parent.
- c. Parents/guardians agree and understand that in the interest of security, the District reserves the right to change user passwords or deny access at any time.
- d. Parents/guardians agree and understand that three unsuccessful logins will disable their account. If an account becomes locked, the parent/guardian should use the link provided on the Parent Portal Login Page to request their password be reset.
- e. Parents/guardians agree and understand that this service is offered as best effort. The District cannot troubleshoot home computer issues. Parents/guardian should refer to the Frequently Asked Questions on the Parent Portal Login Page for computer requirements.
- f. Parents/guardians agree to act in a responsible, ethical and legal manner.
- g. Parents/guardians will not attempt to harm or destroy the school or the district's data or networks.
- h. Parents/guardians will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws would be subject to civil and/or criminal prosecution.
- i. Parents/guardians agree to notify their school immediately if they identify a security problem within the Portal without demonstrating the problem to anyone else.
- j. Parents/guardians agree not to set their computer to automatically login to the Parent Portal.

**SECTION 2. User Expectations**

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. The School Board supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/guardians and the student's teachers.

The Central Bucks School 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 use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

**Electronic Access to Student Information Regulation**

Central Bucks School District uses a secure Internet site to enable electronic access to student information; enhancing communication between our parents/guardians, students, teachers, principals and administrators.

**A) Rights and Responsibilities**

This access is a service offered to all current and active parents/guardians of Central Bucks School District students. Access to student information from the Internet is a privilege, not a right. Only after a family has enrolled their child(ren) in Central Bucks Schools will a parent/guardian be authorized to activate a portal account. Once a student withdraws or graduates from Central Bucks School District their 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, parents/guardians, and students. Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, they will notify their school immediately.

### C) Information Accessible

Central Bucks School District reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

School and District Notices  
Student Schedules  
Assessment Data

Family Demographic Information  
Attendance  
IPR/Report Cards

School Calendar  
Health Immunizations  
Unofficial Transcript

When the student portal is opened, students in grades 9 to 11 will be able to register for their next year courses.

### SECTION 3. System Requirements and Support

A) **System Requirements** – The most current system requirements are posted on the Parent Portal website:

<https://campus.cbsd.org/campus/portal/cbsd.jsp>

B) **Support** - <https://campus.cbsd.org/campus/portal/cbsd.jsp>

- a. Help and contact information is located on the Parent Portal website.
- b. Service is offered as best effort. The District cannot troubleshoot home computer issues.
- c. Parents/guardians should refer to the Frequently Asked Questions on the Parent Portal Login Page for computer requirements.
- d. Parents/guardians should refer to the Parent Portal Login Page for Portal Login Help and Portal Navigation Instructions.
- e. Parents/guardians who have forgotten their password, lost or did not receive their activation key should complete the Parent Portal Access Form located on the Parent Portal Login Page

C) **Limitation of School District Liability**

The Central Bucks School District will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet. The District does not promise any particular level or method of access to the Internet site for viewing student information. The District will not be responsible for actions taken by the parent/guardian or student that would cause compromise of their student information. The District reserves the right to limit or terminate the Internet site for viewing student information without notice. All parents/guardians and students of the District network by requesting an Internet site for viewing student information account consent to electronic monitoring and understand that this is a private network used as an educational tool by Central Bucks School District employees and students. Account activity is electronically recorded.

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### TO ACTIVATE YOUR ACCOUNT YOU WILL NEED YOUR

*PERSON GUID NUMBER* (This is a 32 digit code that includes letters and numbers)

*Example: X22X333X-33X3-333X-XXX3-333X333X3XXX*

**THIS CAN BE FOUND ON YOUR *Person Summary Report*  
RECEIVED AT THE TIME OF REGISTRATION.**

- Go to the Central Bucks School District website <http://www.cbsd.org>
- Click on the Parent Resources link and then on the Infinite Campus Parent Portal icon
- On the Portal Home Page, choose "If you have been assigned a Campus Portal Activation Key, click here". *This is your PERSON GUID NUMBER from your Person Summary Report.*
- Follow the on-screen prompts. If you have trouble, refer to the Portal Login Instructions. There is a link to this information on the Portal Home Page
- If you experience issues with your portal login or do not have your Person GUID, contact the Central Bucks IT Department by sending an email to [parentportal@cbsd.org](mailto:parentportal@cbsd.org)
- An IT Staff member will get back to you within 3-5 business days.
- **NOTE TO CB STAFF:** Teachers/Staff who are parents of CB students will use the same Campus login for the Parent Portal as they use for their Teacher/Staff login to Campus and will not need to use the GUID/Activation Key to activate their account.

**REMINDER: Account activation implies consent and understanding to the use and terms set forth in the Parent Portal Access/User Expectation Agreement.**