CAMPUS PARENT PORTAL ACCEPTABLE USE

Bettendorf Community School District uses Campus Parent Portal as a means to further promote educational excellence and to enhance communication with parents. The portal allows parents to view their child's unofficial school records through a web browser at any time and from anywhere there is an internet connection. The portal is available to every parent or guardian of a student enrolled in Bettendorf schools.

Please list all of your children currently enrolled or being enrolled in the Bettendorf schools. If you have already signed up for a Campus Parent Portal account, you do not need to complete another Acceptable Use Form. Additional students will be added to your parent account.

Student's Name	Grade	School	Your Relationship to Student
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read the Campus Parent Portal Acceptable Use Policy (next page) and agree to abide by these regulations. I understand that if I violate any terms of this policy that I may lose my privilege to use the Campus Parent Portal, and may be liable for civil and/or criminal consequences.

Parent/Guardian #1 Signature	Parent/Guardian #2 Signature
Parent/Guardian #1 Print	Parent/Guardian #2 Print
Parent/Guardian #1 E-mail Address	Parent/Guardian #2 E-mail Address
Address	City State Zip

Date

Campus Parent Portal Acceptable Use Policy

- Parents will not share their password with anyone, including their children.
- Parents will not attempt to harm or destroy data of another user, school or district network, or the Internet.
- Parents will not use the portal for any illegal activity including violation of data privacy laws. Anyone found to be violating the laws will be subject to civil and/or criminal prosecution.
- Parents will not access data or any account owned by another parent.
- Parents who identify a security problem with the Parent Portal should notify the Bettendorf Community School District Technology Department (563-359-3681 ext 3030) immediately, without demonstrating the problem to anyone else.
- All data that is accessible on the parent portal is unofficial. This includes, but is not limited to, attendance, transcripts, and class assignments.
- Parents who are identified as a security risk to the parent portal will be denied access to the parent portal.

After your child's enrollment information is entered into the district database, your assigned Activation Key/Code and instructions on how to go online to set up your Campus Parent Portal will be sent to you.

Parent Access

Elementary Parents:
- **Register for School Year**
- **Student Demographic Information**
  - Make address & phone number updates
- **Attendance**
- **Student Fee Summary**
  - View balance of child's lunch account
  - Pay annual registration & deposit lunch fees (via PaySchools with parent portal ID)

Middle & High School Parents also have access to the following information for their children:
- **Class Assignments for current classes**. Parents can expect that grades for an assignment will be posted within seven days after the assignment has been turned in. This will give teachers adequate time to grade all student work and post the scores. (*Middle & high school only*)
- **Student Schedule** (*Middle & high school only*)
- **Student Report Card** (*Middle & high school only*)
- **Grad Planner** (*High school only*)

Update Student Contact Information

Parents can update their household, family member and non-household contact information through their Campus Parent Portal account.

Cell Phone & Email
Select **Family Members | Student & Parent - Cell Phone & Email**

Phone & Address
Select **Household Information | Phone & Address**
A change of address will require you to provide proof of your new residency to your building within five business days.
> ***High school & middle school*** – *Bring proof of residency to the guidance office*
> ***Elementary schools*** – *Bring proof of residency to the main office.*

Proof of residency reflecting your name and address must be one of the following: an approved offer to purchase or build a home, a signed lease agreement, a utility bill (not a cable or phone bill) or property tax bill, or a letter from a utility company stating that the parent has established service at the resident address. Driver's licenses and mail, other than those listed above, will not be accepted.

Emergency Contacts
Select a **Student** then **Demographics | Emergency Contacts**
Update & delete your student's emergency contacts and information. The ability to update is available only to the designated primary address parent on Infinite Campus. You will need to update each student individually. Information will not automatically update. There is a building/district approval system in place. Once your request is approved and the change is made, you will receive a confirmation in your Parent Campus Portal account. Contact your school to <u>add new</u> emergency contacts.

PaySchools - Online Payments

PaySchools is an online payment processing system that allows parents to make school-related (including lunch account) payments via e-check or credit card. There is no charge for using the system. **Parents log in to PaySchools using their Campus Parent Portal ID and child's birthdate.** Once logged in parents can view information for all of their children. PaySchool login links are available on the district and school websites - http://bettendorf.k12.ia.us