Bellmore-Merrick Central High School District

User Guidelines for the Infinite Campus Parent/Guardian Portal

Section 1: 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. These changes are influencing instruction and student learning. The Bellmore-Merrick Central High School District Board of Education supports access by parents/guardians, teachers and administrators to information resources that will improve participation in a child's education and improve communication between parents/guardians, teachers and administrators.

The Bellmore-Merrick Central High School District (the "District") manages student information electronically and will make student education records available for viewing only to authorized parents/guardians with a secure Internet connection. All parents/guardians who choose to access the Parent Portal must comply with the District's Internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

Electronic Access to Student Information
Bellmore-Merrick Central High School District uses a secure Internet site to enable electronic access to student information; enhancing communication between parents/guardians, teachers and administrators.

A. Rights and Responsibilities

Access to the Infinite Campus Parent Portal is a free service offered to all current and active parents/guardians of students attending the Bellmore-Merrick Central High School District. Once a student withdraws or graduates from Bellmore-Merrick Central High School District their account will be inactivated.

Access to student information from the Internet is a privilege not a right. Parents/guardians must practice proper and ethical use.

B. Information Accuracy Responsibilities

Information accuracy is the joint responsibility of schools, parents/guardians, and students. The District will make every attempt to ensure information is accurate and complete. If parents/guardians discover any inaccurate information, they will notify the District immediately. Any requests to amend a student's record will be in accordance with the Family Educational Rights and Privacy Act ("FERPA").

C. Accessible Information

Bellmore-Merrick Central High School District reserves the right to add, modify and/or delete functions available for viewing via the Infinite Campus Parent Portal at any time without notice, including but not limited to the functions listed below.

- Attendance
- Class Schedule
- Progress Reports
- Report Cards

D. Electronic Web Access

Each parent/guardian will receive via email/mail, an access code that will enable them to log on to the Infinite Campus Parent Portal and create a user id (login name) and password. Parents/guardians shall only have access to their child(ren)'s records.

E. Use of the System

Parents/guardians are required to adhere to the following guidelines:

1. Parents/guardians will act in a responsible, ethical, and legal manner.
2. Parents/guardians will not attempt to harm or destroy the school or the district's data or networks.
3. Parents/guardians will not attempt to access information or any account assigned to another user.
4. Parents/guardians will not use the information on this portal 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.
5. Parents/guardians who identify a security problem within the portal must notify the District immediately.
6. Account holders are responsible for protecting their passwords. Parents/guardians will not share their password with anyone, including their own child/children.
7. Parents/guardians will not set their computer to automatically login to the Parent Portal site.
8. Parents/guardians found to be in violation of these user guidelines will be denied access to the site.

F. Security Features

1. Access is made available with a secure Internet site.
   Note: Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed/electronic documentation generated from this site.
2. Three unsuccessful login attempts will disable the user's account. The account will remain locked until the District has verified the assigned user is authorized to access the locked account. In order to use the account again the user will need to email the district's Infinite Campus Technical Support at the email provided below.
3. Users will be automatically logged off if they leave their web browser open and inactive for a period of time.

4. The student's account will be inactivated when the student withdraws or graduates from Bellmore-Merrick Central High School District.

5. The parent/guardians account will be inactivated when they no longer have a child actively enrolled in the Bellmore-Merrick Central High School District, or a court action denies the parent/guardian access to the student's information.

Section II: System Requirements and Support

A. System Requirements

1. Infinite Campus recommends the following supported browsers:

   - For PCs, the company recommends Microsoft Internet Explorer 11.x or higher, Google Chrome (current and most recent previous version) and Firefox (current and most recent previous version).
   - For Macintosh computers, the company recommends Safari 9.x (Safari 6, 7, and 8 are no longer supported), Google Chrome (current and most recent previous version) and Firefox (current and most recent previous version).
   - You will also need Adobe Acrobat Reader 7.0 or higher.

B. Parent Portal Support

1. For Infinite Campus Parent Portal technical assistance, an email should be sent to icportal@bellmore-merrick.k12.ny.us.   The email should include your name, your child's name, description of the problem or request, phone number at which you can be reached, and the best day/time to be reached.   For further assistance, please contact the District Parent Portal Help Desk at 516-992-1043.

C. Limitation of School District Liability

The Bellmore-Merrick Central High School District will use reasonable measures to protect student information from unauthorized disclosure. The District shall not be liable for unauthorized use of the Parent Portal. The District will not be responsible for actions taken by the parent/guardian that would cause compromise of their child(ren)'s student information.

Parents/guardians are advised that this is a private network and is used as an educational tool by Bellmore-Merrick Central High School District employees. User account activity is electronically recorded. The District reserves the right to limit or terminate the Parent Portal for viewing student information without notice.

Section III: Parent Portal Access and Use

A. Initial Account Request and Setup

1. For Parents/Guardians who do not currently have a Parent Portal account but have a child already enrolled:

   - Each parent/guardian will receive via email/mail, an access code that will enable log on access to the Infinite Campus Parent Portal and creation of a user id (login name) and password.

2. For Parents/Guardians new to the District:

   - After the student is enrolled into the Student Information System, the parent/guardian requesting the account will be provided by mail an activation key.

   - The activation key is used by the parent/guardian to create their secure account.