



Parent and Student Portal Information

Catoosa County Public Schools uses a student information system called Infinite Campus that allows parents and students to view the student's grades, schedule, attendance, and assessment scores over the internet through use of the Portal.

If you are interested in gaining access to this information for you and your student (grades 6 to 12) then please read the enclosed information and return the acceptance form to your student's school offices.

Catoosa County Public Schools

Infinite Campus Portal User Guidelines and System Requirements

You will be given a Portal activation key and your students account will be activated when we receive your signed copy of the Acceptable Use Procedure Acceptance Form.

The accounts (you and your student's) remain active as long as the student is in Catoosa County Public Schools please do not apply for a new account each year.

During the school year, parents and students have access to the following data:

- **Student Schedule** Parents will view their student's class schedule for the school year and have access to Grades. Those teachers who are using the Infinite Campus grading program (Grade Book) will have icons placed on your child's schedule that, when selected, will open to see your child's grades and assignments. Only those teachers using Infinite Campus Grade Book will have active icons. Updates will vary depending upon the course. Parents can expect grades for an assignment to be posted 1-2 weeks after that assignment has been turned in. Teachers will need adequate time to grade all of the student work and to post the scores. Please refer to your student's course syllabus for information on the number and frequency of assignments and tests for each class. Please keep in mind that the scores displayed in the Portal give an approximate grade determination at that specific point in time during the semester.
- **Attendance** Data that has been entered by the school will display on the Portal. All entries are color coded to indicate an excused, unexcused, unknown or exempt attendance entry. A listing of dates is provided, as well as a term summary of absences and tardies.
- **Assessment Scores** Parents will view all district and state tests that their child has taken.
- **Graduation Planner** (High School students only) used to track their progress toward graduation.
- **Reports** The Reports area lists the student's schedule and report cards that have been made available on the portal.
- **Emergency Contacts** View emergency contact information as it is in Infinite Campus.
- **Access Limitations** Parents should not share their username and password with anyone and should not set their browsers to auto login to the portal. Stepparents or guardians that do not have legal custody of a child will not be granted parent portal rights unless a copy of legal documentation is in the student's permanent file.
- **System recommendations** Computers to access the Parent Portal

| | Minimum Requirements | Recommended Requirements |
|------------------|-----------------------|--------------------------------|
| Operating System | Windows 98, 2000, XP | Windows XP, Vista, or 7 |
| Processor | Pentium 3 | Pentium 4 or above |
| RAM | 256 MB | 512 MB |
| Internet Browser | Internet Explorer 5.5 | Internet Explorer 6.0 or above |
| Monitor | 600 x 800 pixels | 600 x 800 pixels |

An Infinite Campus app for your iPhone or iPod Touch is also available at the Apple App Store for access from your mobile device. If you have a third party firewall installed on your computer, such as McAfee, Norton Symantec, Black Ice, etc., you will have to configure this firewall software to gain access to this website. Please contact your software vendor if you encounter problems accessing the website or for further questions. If you are going thru a proxy server, especially ISA 2000, you must

enable Secure Socket Layer (SSL) in order for the page to display. Please contact your tech department or tech support for further assistance.

- **Security features of the Parent Portal** Three unsuccessful login attempts will disable the Parent Portal account. In order to use the portal again, parents will need to contact your child's school to have the account reactivated. You will be automatically logged off if you leave the Portal web browser open and inactive for a period of time. All attempts at logging into the system are recorded and monitored and a full audit trail is tracked.
- **Parent Portal Help** Please contact your student's school if you are experiencing trouble logging in to the Portal.

Catoosa County Public Schools Infinite Campus Portal Acceptable Use Procedures

Catoosa County School District uses the Portal of Infinite Campus as a means to further promote educational excellence and to enhance communication with parents and students. The Portal allows parents to view their own student's school records anywhere, anytime. For the privilege of accessing the Portal, every parent and student is expected to act in a responsible, ethical, and legal manner. The portal is available to every parent or guardian of students enrolled in Catoosa County Public Schools as well as middle school and high school students.

Parents are required to adhere to the following guidelines:

- Parents will not share their passwords with anyone, including their children.
- Parents will not use the portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
- Parents will not access data or any account owned by another student, parent, or user.
- Parents who identify a security problem with the Portal please immediately notify your child's school. Please do not demonstrate this problem to anyone else.
- Users who are identified as a security risk to the Portal or any other CCPS computers or networks, will be denied access to the portal.

Students with access to the Portal in grades 6 to 12 are also required to adhere to the following guidelines:

- Students will not share their passwords with anyone, including their siblings or parents.
- Students will not use the Portal for any illegal activity.
- Students will not access data or any account owned by another student, parent, or user.
- Students who identify a security problem with the Portal please immediately notify your school. Please do not demonstrate this problem to anyone else.

Please review the User Guidelines and System Requirements before signing and returning the attached Acceptance Form below.

Only by signing and returning the acceptance form will you and/or your student receive access to Catoosa County's Infinite Campus portal.