Oneida City School District
Parent Portal Access Request Form

This form is used to request access to the Oneida City School District Parent Portal. Only one form per family needs to be submitted. Each Parent/Guardian requesting access will need to sign that they agree to the **Parent Portal Terms of Access.** A unique User Login and Password is issued to each parent/guardian for access to the SchoolTool Parent Portal. Instructions for login will be sent to each user by email.

Please note that the timeframe for grading assignments and getting them posted on-line can vary based on the nature of the assignment. Parents should communicate with their child's teacher if they have any questions regarding grades, assignments, attendance or discipline.

Parent/Guardian Name	Email Address

Student Name	Grade Level

By signing, I verify that I have read, understand and agree to abide by the Parent Portal Terms of Access. Individual Login information is not to be shared and should be kept secure. Any use of your User Login, Password or access rights by anyone other than yourself is prohibited and should be reported to the District immediately.

Parent/Guardian Full Name (Printed):

Signature: Date:

Parent/Guardian Full Name (Printed):

Signature: Date:

Parent/Guardian Full Name (Printed):

Signature: Date:

_____

DISTRICT USE:
Received by: Date:

Processed by: Date:

Oneida City School District
Parent Portal Terms of Access

By requesting that the Oneida City School District provide me with a Login and Password to access information about my child's performance which may include: classes, teachers, attendance, grades and discipline on the District SchoolTool Database through the Parent Portal, I am agreeing to the following Terms of Access.

- I will maintain a valid e-mail address that the District may use to communicate with me regarding: the District, the SchoolTool database, the Parent Portal, or my child.

- I will only attempt to view information about the student(s) listed on my Access Request Form. I will not attempt to "Hack", manipulate, or otherwise try to evade the security measures to access information regarding any other person.

- I will not intentionally transfer to the Oneida City School District Network or SchoolTool database any virus, Trojan horse, or other malicious computer code.

- If granted the ability to enter data into the student(s) listed on my Access Request Form, I agree that I will only enter accurate information.

- I understand that the District's SchoolTool database is supported by technical assistance from the Mohawk Regional Information Center as well as the software vendor. They have been instructed and agree to keep confidential any personally identifiable information, including educational records, they may see in the performance of their duties. I consent to the disclosure of information about me or the student(s) listed on my Access Request Form.

- I understand that all information stored in the District SchoolTool database remains the property of the District, and may be accessed, examined, or modified by the District or its agents at any time.

- I understand that the District SchoolTool database may record and retain information about my use of the Parent Portal and that this information is the property of the District and subject to review.

- I agree that I will not disclose my login password to any other person, not even other people in my family or household. I accept responsibility for all actions that are performed by anyone gaining access to the District SchoolTool database using the login password assigned to me.

- I understand that the District retains the right to block my access to the SchoolTool Parent Portal whenever it has reasonable suspicion to believe that I have violated one of the foregoing Parent Portal Terms of Access on the Parent Portal or other District Network resources.