

## **Madison Central School District Student Portal Request Form**

### **PARENT**

My name is (please print): \_\_\_\_\_

I am a parent, guardian, or person in a parental relationship, in reference to the student noted below.

### **STUDENT**

My name is (please print): \_\_\_\_\_

I am a STUDENT attending Madison Central School District, and it is my request to have access to the student management system under an authorized student account.

I request that the District provide me with a login/password that will allow me to access information about my school performance, which could include classes, teacher names, attendance, grades, discipline, and other information housed in the District's Student Management Database. I understand that this information is stored in a database called Schooltools, which is maintained by the District with support from the Mohawk Regional Information Center of the Madison-Oneida BOCES. In return for the District providing me with a login/password, I agree to the following Terms of Network Access:

Please **initial** each item to acknowledge it, and sign at the end.

\_\_\_\_\_ I will maintain a valid e-mail address that the District may use to send me the pertinent information concerning my Student Portal Account. My present e-mail address for this purpose is:

\_\_\_\_\_

\_\_\_\_\_ I will only attempt to view information related to myself. 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 Schooltool system any virus, Trojan horse, or other malicious computer code.

\_\_\_\_\_ If granted the ability (at a future time) to enter data into my record, I will only enter accurate information.

\_\_\_\_\_ I understand that the District's use of the **Schooltool** software is supported by technical assistance from the Mohawk Regional Information Center, **Schooltool**, and possibly other consultants, and employees of these entities. They are instructed 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 under these circumstances.

\_\_\_\_\_ I understand that all information stored in the **Schooltool** database remains the property of the District, and may be accessed, examined, or modified by the District or its vendors at any time.

\_\_\_\_\_ I understand that the **Schooltool** database may record and retain information about when and how I use **Schooltool** through the Student Portal, and that this information is the property of the District and subject to review by the District.

\_\_\_\_\_ 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 **Schooltool** database using the login password assigned to me.

\_\_\_\_\_ I understand that the District retains the discretion to block my access to Schooltool whenever it has reasonable suspicion to believe that I have violated one of the foregoing Terms of accessing **Schooltool** and other Network resources.

### **STUDENT:**

(Print Full Name) \_\_\_\_\_ Date: \_\_\_\_\_

(Sign Full Name) \_\_\_\_\_

*For District Use Only:* Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT:** (Guardian/Person in Parental Relation)

(Print Full Name) \_\_\_\_\_ Date: \_\_\_\_\_

(Sign Full Name) \_\_\_\_\_

*For District Use Only:* Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_