

**Addison Central School
Parent Portal Program and Acceptable Use Policy**

Welcome to the Addison Central School District's *Parent Portal*. Access to the *parent portal* is allowed only after registering with the district and signing and returning this AUP form. The portal provides parents with the privilege of accessing the student information records of their children through a secure Internet connection.

In response to the privilege of accessing the portal, participating parents will be expected to act in a responsible, ethical, and legal manner.

In addition to Addison Central School's Internet Acceptable Use Policy (may be viewed at <http://www.addisoncsd.org/>) parents/guardians are required to adhere to the following guidelines:

1. Parents will keep their passwords private.
2. Altering, viewing, or the destruction of data of another user will not occur.
3. Parents will agree to login with their password for each use when using SchoolTool Parent Portal.
4. Use of the Portal for any illegal activity, including violation of Data Privacy laws will result in Civil and/or Criminal prosecution.
5. Parents will only access data related to their child's account.
6. Parents who identify a security problem with the Parent Portal must notify the Addison Central School District Office (607-359-2090) immediately, without demonstrating the problem to anyone else.
7. Parents who are identified as a security risk to the Parent Portal or any other Addison School's computers or networks, will be denied access to the Parent Portal.

I have read the Parent Portal Acceptable Use Policy for Parents and agree to abide by and support these rules. I understand that if I violate any terms of the above policy that I may lose my privilege to use the SchoolTool Parent Portal and may be liable for civil and/or criminal consequences. I hereby request Parent Portal access by signing below, listing my children below by building, and returning this hard copy request to the High School Office.

Parent Portal Administrator
Addison High School
1 Colwell street
Addison, New York 14801

Parent/Guardian #1 Signature

Parent/Guardian #2 Signature

Parent/Guardian #1 (Print)

Print Parent/Guardian #2 (Print)

Date _____

Date _____

E-Mail Address: _____

Children: (Print)

