

## IRCSA SchoolTool Parent Portal Acceptable Use Policy

Welcome to the Indian River Central School District SchoolTool Parent Portal. The parents and legal guardians of our students are allowed to join the Parent Portal only after registering with the district and signing and returning this Acceptable Use Policy. The Parent Portal provides parents with the privilege of accessing the SchoolTool system to view the student information records of their children through a secure Internet connection.

Access to the Parent Portal is a privilege, and as such, participating parents will be expected to act in a responsible, ethical, and legal manner. In addition to adhering to IRCSA's Electronic Technology Acceptable Use Policy (full text available on [www.ircsd.org](http://www.ircsd.org)), parents/legal guardians are required to adhere to the following guidelines:

1. Parents will not share their passwords with anyone, including their children.
2. Parents will not attempt to harm or destroy the data of another user, school or district network, or the Internet.
3. Parents will not allow their computers to remember their password when using the Parent Portal.
4. Parents will not use the Parent 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.
5. Parents will not access data or any account owned by another parent.
6. Parents who identify a security problem with the Parent Portal must notify the Indian River Central School District Office (315-642-3441) immediately, without demonstrating the problem to anyone else.
7. Parents who are identified as a security risk to the Parent Portal or any other Indian River Central School District computers or networks will be denied access to the program.

I have read the IRCSA SchoolTool Parent Portal Acceptable Use Policy 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 Parent Portal and may be liable for civil and/or criminal consequences. I hereby request access to the Parent Portal by signing this document and listing my child/children by building and grade below.

**Parent/Legal Guardian #1:**

Name	Signature	Date
Email Address*		

**Parent/Legal Guardian #2:**

Name	Signature	Date
Email Address*		

\*This will be used as your IRCSA Parent Portal username and will replace any email addresses currently on file. Please print legibly.

**Student Information:\*\***

Name: _____	Building: _____	Grade: _____
Name: _____	Building: _____	Grade: _____
Name: _____	Building: _____	Grade: _____

\*\*Please list any additional students on the back of this form.

Please return this form to the main office of your child's school or mail it to:  
 Paul Hughes, Instructional Technology, Indian River Middle School, 32735A County Route 29, Philadelphia, NY 13673.  
 Scanned or digitally signed files may be emailed to: [paulhughes@ircsd.org](mailto:paulhughes@ircsd.org).