



## ONLINE STUDENT/PARENT PORTAL CONSENT FORM

Parents and students are eligible to use our new *Infinite Campus Student Information System* and Student/Parent on-line portal. This service will allow you and your student(s) to use the internet to log on to a secure website to view grades, assignments, attendance and other data that has been posted by Grand River Preparatory High School. It will also allow for online class registration in the future. Please read the privacy protection policy on the reverse and then complete this form. Once you return this form, you will receive instructions and a GUID # by e-mail (within two weeks) that you must have to gain access to the portal. Without this signed form, you cannot gain access to the online portal. Only parents/guardians and students may receive this access. ***Parents will only be able to view the information for their own child(ren).***

Parent/Guardian 1: \_\_\_\_\_ E-mail: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ I do not have e-mail, please mail a hard copy of the information to me.

I am the parent/legal guardian of: (Please print names on the lines below)

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

***I have read the privacy protection policy and consent to allow my child to become a member of Infinite Campus Website.***

Parent/Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***I have read the privacy policy and consent to disclose my email address or the email address of my child to be used only by teachers, school administrators and the system administrator at Grand River Preparatory High School for communication purposes only.***

Parent/Guardian 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PRIVACY PROTECTION POLICY

### **COPPA (Children's Online Privacy Protection Act)**

*Description:* Websites must obtain Verifiable Parental Consent before collecting information from children or permitting them to disclose personal information of children less than 13 years of age.

### **FERPA (The Family Educational Rights and Privacy Act)**

*Description:* Grand River Preparatory High School must comply with FERPA. FERPA is federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the United States Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, we must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. This document also notifies you of that right; please notify the school in writing by September 18, 2009 for the 2009-2010 school year if you want the school not to disclose directory information in our school directory, newsletters etc. as permitted by FERPA.

## INFINITE CAMPUS PRIVACY POLICY

### **Privacy**

Infinite Campus provides a website which permits the entire school community to have online password-protected access to that school's records and student information.

### **School Pages**

The private portions of our website contain the information provided to us. Infinite Campus provides security so that school data is only available to those the school designates. Each user is provided a user name and password in order to access the school's information. Users are able to change their password and user name, and additionally, enter their email address. Only the school has access to this information.

This site has security measures in place to protect the loss, misuse, and alteration of the information under our control.

### **Passwords**

Passwords are private and should not be given to anyone else. Parents and students should protect their password so that others can not access their information.

### **Students**

Students given access to the Infinite Campus can see the information about themselves that GRPHS has provided, but can make no changes, additions, or deletions to that information. The only personal information we collect from students is their email address. We disclose the email address to the teachers and school System Administrator, who will use it to communicate with their students. If the parent does not give consent, this functionality will be turned off for that student, and no disclosure will be made.

Parents have the right to review and have deleted the personally identifiable information we have collected from their children, and refuse to permit further collection of that information unless such information is required by law.

We do not condition a child's participation in an activity on the child's disclosing more personal information than is reasonably necessary to participate in that activity.

### **Choice/Opt-Out**

This site gives users the ability to opt-out of receiving communication by contacting the site administrator at the school site to request that an account be de-activated. Email links to the school site's administrator are built into the system.

### **Contacts**

If you have any questions about this privacy statement, the practices of this site, or your dealings with this website, you can contact Grand River Preparatory High School.