



LARUE COUNTY PUBLIC SCHOOLS

INFINITE CAMPUS PARENT PORTAL ACCEPTABLE USE AND SAFETY POLICY

LaRue County Public Schools uses Infinite Campus for student information management. Infinite Campus has developed a parent portal to allow parents/guardians to view the records of their child(ren) via the Internet. LaRue County will provide parents/guardians of currently enrolled students the privilege of free access to the Parent Portal. Only parents or guardians of students enrolled in the district will be allowed access to the Parent Portal. LaRue County Public schools reserves the right to deny or cease access to the Parent Portal due to the abuse of the portal, court orders, or any other legal proceedings that limit the availability of private educational data.

PURPOSE

LaRue County has opened the Parent Portal to enhance communication between the district and parents/guardians. Users of the Parent Portal will have access to the following information about their children:

- Personal Data
- Attendance
- View/Print Student Schedule
- Gradebook and Assignments
- High School Transcripts

LaRue County Schools reserves the right to add to or remove any of the above functions from the Parent Portal at any time.

USE OF THE PARENT PORTAL

Access to the Parent Portal on the district's system is a privilege, not a right. Users of the Parent Portal are required to adhere to the following guidelines:

1. Users will act in a responsible, legal and ethical manner.
2. Users will not attempt to harm or destroy data, the school, or the district network.
3. Users will not attempt to access data or any other account owned by another user.
4. Users will not use the Parent Portal for any illegal activity, including violation of data privacy laws. Anyone found to be in violation of these laws may be subject to civil and/or criminal prosecution.



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5. Users who identify a security problem with the Parent Portal must notify the district's Information Technology Department immediately without demonstrating the problem to anyone else.
6. Users will not share their password with anyone, including their own children.
7. Users will not set their own computer to automatically log-in to the Parent Portal.
8. Users identified as a security risk to the Parent Portal or the LaRue County Public School's network will be denied access to the Parent Portal.

PORTAL USER ACCOUNT SECURITY FEATURES

Three unsuccessful login attempts will disable the user's Portal account. In order to reactivate, user will need to return to student's school to present proper identification and receive password reset information.

User will automatically be logged off if Portal web browser is open and inactive for a period of time.

All attempts at logging into the system are recorded and monitored

TECHNICAL ISSUES WITH THE PARENT PORTAL

There are times when there will be a need to shutdown the Parent Portal for maintenance purposes. LaRue County Schools is not liable for any issues related to your personal computer and reserves the right to refuse technical assistance directly related to your personal computer. Technical issues should be directed to the district Information Technology Department via email at freddie.newby@larue.kyschools.us

SYSTEM REQUIREMENTS

Computer

Processor 486 running at 66MHZ; Pentium Recommended

Windows 98 or Newer Operating System

16 MB Memory or greater

45 MB of disk space or greater



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Internet Connection

56K or Faster

Monitor

The Parent Portal is best viewed with a resolution of 800 X 600 or greater.

DATA INTERPRETATION

Data posted on the Parent Portal will vary based on the school your child attends. Teachers should have grades posted to the Parent Portal within one week from receiving the assignment. Some large assignment such as projects take more time to grade thus will take more than the standard one week. Please contact your child's teacher with any questions. Schedules will be different from school to school as well as grading scales.

Please review the following to familiarize yourself with the Parent Portal:

Personal Data

Personal data is typically updated within one week of student registration. The volume of changes collected during the fall registration may delay updates beyond one week. Contact the school's registrar if there is incorrect information displayed.

Attendance Data

Middle/High School: Absences are recorded every period.

Elementary School: Absences are recorded only once daily.

Class Assignments

Class assignments and scores can be viewed once teachers have posted them in Infinite Campus grade book. Student scores are an APPROXIMATE grade at a specific point in time. Other factors influence grades such as the value given to the assignment and individual student progress.



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Progress Reporting

Grades at progress reporting periods for high school and middle school will be posted to Parent Portal. Progress reports and report cards will be mailed only to families who do not sign up for Parent Portal access.

REQUESTING PARENT PORTAL ACCESS

Users must complete a “LaRue County Public Schools’ Campus Portal Activation Request” form available online at www.larue.kyschools.us or by visiting your student’s school. This form along with a photo ID must be completed and returned to the school prior to activation of your account.

STEPS FOR CREATING YOUR PARENT PORTAL ACCOUNT

1. Go to <http://www.larue.kyschools.us>
2. Click IC at the top of the webpage.
3. Click the Students/Parents link.
4. Click the orange “HELP”
5. Select the “If you have been assigned a Campus Portal Activation Key, [click here](#)” option.
6. Enter your “Person GUID” from the “Person Summary Report” you received in the “Activation Key” field.
7. Enter a unique username and password. Password must be 8 characters in length.
8. Congratulations! You have now created your Parent Portal account.