

**Morrisville-Eaton Central School District  
Request For Permission To Access The SchoolTool Parent Portal**

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

I am a parent/guardian of the following Morrisville-Eaton Central School District student(s):

Student First Name	Student Last Name	Address Where Student Resides	Student Date Of Birth

I request that the District provide me with a **login/password** that will allow me to access information regarding my child’s school performance, including schedule, 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 SchoolTool, 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 Parent Portal Account. My present e-mail address for this purpose is: \_\_\_\_\_

\_\_\_\_\_ I will only attempt to view information about the student(s) listed above. 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 child’s 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, Mindex Technologies Inc., 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 or the student(s) listed above 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 Parent 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 purpose of Parent Portal is to allow parents to view their son/daughter's attendance, discipline, grades, and assessment records.

\_\_\_\_\_ I understand that Parent Portal is not designed as a real time gradebook. I also understand that I will not be able to view all of my son/daughter's grades on a daily basis. I also understand that each gradebook and what I will be able to view will vary, based on the grading policy of the course.

\_\_\_\_\_ I understand that I will be able to view my son/daughter's progress report/report card grades every 5 weeks. You will be able to view all assignments, tests, quizzes, and projects that students completed during that time period.

\_\_\_\_\_ I agree to follow the chain of command when I have a question about my son/daughters academic progress. I understand that Parent Portal will allow me to e-mail teachers directly. I understand the chain of command to be:

1. First, discuss the issue with your child's teacher.
2. Second, discuss the issue with my child's guidance counselor.
3. Third, discuss the issue with the building principal.

\_\_\_\_\_ 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.

Parent/Guardian/Person in Parental Relation

Print Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Full Name: \_\_\_\_\_

*For District Use Only:*

*Received By:* \_\_\_\_\_ *Date:* \_\_\_\_\_

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