



# INFINITE CAMPUS

## PARENT PORTAL ACCEPTABLE USE & SAFETY POLICY

---

The Mercer County School District uses Infinite Campus for student information management. Infinite Campus (IC) has developed a parent portal to allow parents/guardians to view the records of their child(ren) via the Internet. Mercer County Schools 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. Mercer County 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

Mercer County Schools 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

Mercer 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.
5. Users who identify a security problem with the Parent Portal must notify the district's Department of Pupil Personnel 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 Mercer County Schools' 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, the user will need to contact the Department of Pupil Personnel to reset login information. User will automatically be logged off if Portal web browser is open and inactive for a period of time. All attempts at logging in to 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. Mercer 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

[susan.record@mercer.kyschools.us](mailto:susan.record@mercer.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

### 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 assignments 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.

### 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.

## REQUESTING PARENT PORTAL ACCESS

Users must complete a "Mercer County Schools' Campus Portal Activation Request" form available online at [www.mercer.kyschools.us](http://www.mercer.kyschools.us) or by visiting your student's school. This form, along with 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 [www.mercer.kyschools.us](http://www.mercer.kyschools.us)
2. Click on **LINKS/RESOURCES** located top right of the screen below the picture banner.
3. Then, click on the **Infinite Campus Portal login icon** (green graphic) on right side of the page.
4. Click on the orange '**HELP**' link located on the bottom right hand corner.
5. Select the "**If you have been assigned a Campus Portal Activation Key, click here**" option.
6. Enter your "**Person GUID**" number you received from your child's school 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.

Infinite Campus  
Transforming K12 Education®

Campus Portal  
Mercer County

Username  
Password

Sign In >>

HELP ▾

Problems logging in?  
If you have been assigned a Campus Portal Activation Key, [click here](#)  
If you do not have an Activation Key, [click here](#)

Tell me more!

In English | En Español | 中文简体 | 中文繁體  
©2003-2013 Infinite Campus, Inc.  
[www.infinitecampus.com](http://www.infinitecampus.com)