



LYLE PUBLIC SCHOOLS  
PARENT PORTAL ACCEPTABLE USE AND SAFETY GUIDELINES  
PARENT PORTAL SYSTEM REQUIREMENTS

<https://mncloud1.infinitecampus.org/campus/portal/lyle.jsp>

## I. PURPOSE

Lyle Public School uses the Infinite Campus Student Information System to track student information. Infinite Campus has a Parent Portal, to allow parents/legal guardians to view the records of their child(ren) electronically with a secure connection over the Internet.

## II. GENERAL STATEMENT OF GUIDELINES

Lyle Public School has opened the Parent Portal to enhance communication between our schools and parents. Rights to the Parent Portal will be granted to parents/legal guardians of currently enrolled students. At this time, users of the Parent Portal will have access to the following information about their child(ren):

- |                       |                         |
|-----------------------|-------------------------|
| 1. Attendance         | 4. Report Cards         |
| 2. Class Schedule     | 5. Health/Immunizations |
| 3. Grades/Assignments | 6. Transcripts          |

Lyle Public School reserves the right to add or delete functions from the Parent Portal at any time, including those listed above. Each user of the parent portal must complete and sign a Parent Portal Acceptable Use and Safety Guideline Acceptance Form in order to obtain access to the Lyle Public School Parent Portal.

## III. USE OF THE SYSTEM

Access to the Parent Portal 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, ethical and legal manner
2. Users will not attempt to harm/destroy the school or the district's data or networks
3. Users will not attempt to access data or any account owned by another user

4. User 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 Lyle Public School Technology Director immediately, without demonstrating the problem to anyone else.
6. Users will not share their password with anyone, including their own child(ren).
7. Users will not set their computer to automatically login to the Parent Portal.
8. Users identified as a security risk to the Parent Portal or any other Lyle Public School computers or computer network will be denied access to the Parent Portal.

#### IV. SECURITY FEATURES OF THE PARENT PORTAL

1. Access to the Parent Portal is made available with a secure internet site.
2. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the account again you will need to contact the Parent Portal Helpdesk to have the account reactivated.
3. You will be automatically logged off if you leave the Parent Portal web browser open and inactive for a period of time
4. All attempts at logging into the system are recorded and monitored, and an audit trail is tracked

#### V. SUPPORTED WEB BROWSERS

1. Mozilla Firefox: current and most recent previous versions – Preferred Browser
2. Google Chrome: current and most recent previous versions
3. Internet Explorer: IE7.x, IE8.x, IE9.x, IE10.x (IE11 is not officially supported)
4. Safari: Safari 5, Safari 6, Safari 7 (Safari 8 is not officially supported)

#### VI. SUPPORTED MOBILE APP PLATFORMS

1. Apple Mobile Devices (iPad, iPod, iPhone): iOS 6.0+ minimum
2. Android Mobile Devices (phones/tablets): Android 2.2+ minimum

#### VII. PARENT PORTAL MOBILE APP

1. After you have established username/password for web-based Parent Portal
2. Select the appropriate APP Store on your mobile device
3. Search Infinite Campus
4. Download/Install the app
5. When it opens, the SETTINGS options displays

6. Within the Campus Mobile Portal app SETTINGS, enter the District ID: KBTBLG
7. Enter your Campus Parent Portal username and password
8. Press GO and SIGN IN. Data will begin to download

## VIII. SUPPORT

1. Email support is available at [hsmall@lyle.k12.mn.us](mailto:hsmall@lyle.k12.mn.us)
2. Please allow two business days to respond to your email requests
3. Please include your name, username, your telephone number and a brief description of the problem when contacting school.
4. Documentation and training materials will be available on the Parent Portal log-in screen found at: <https://mncloud1.infinitecampus.org/campus/portal.lyle.jsp>



**LYLE PUBLIC SCHOOLS  
PARENT PORTAL ACCEPTABLE USE AND SAFETY  
GUIDELINES ACCEPTANCE FORM**

*Each user* of the parent portal must complete and sign a Parent Portal Acceptable Use and Safety Guideline Acceptance Form in order to obtain access to the Lyle Public School Parent Portal. I have read the Parent Portal Acceptable Use and Safety Guidelines and agree to abide by and support the guidelines. I understand that if I violate any terms of these guidelines, I may lose my privileges to use the Parent Portal and may be liable for civil and/or criminal consequences.

\_\_\_\_\_  
*Print Parent/Guardian Name*

\_\_\_\_\_  
*Parent Date of Birth*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Home Phone Number*

\_\_\_\_\_  
*Cell Phone Number*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

**Names of all your children attending Lyle Public School:**

<i>Name</i>	<i>Grade</i>

Office Use: Date Received:\_\_\_\_\_ Staff:\_\_\_\_\_ Starter E-Mail Sent:\_\_\_\_\_