LYLE PUBLIC SCHOOL – MIDDLE/HIGH SCHOOL
Campus PORTAL ACCEPTABLE USE AND SAFETY GUIDELINES
Campus 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 Portal, to allow students the opportunity to view their personal records electronically with a secure connection over the Internet.

II. GENERAL STATEMENT OF GUIDELINES

Lyle Public School has opened the Portal to enhance communication between our schools and students. Rights to the Portal will be granted to students who are currently enrolled in the Middle School or High School. At this time, users of the Portal will have access to the following information:

1. Attendance
2. Class Schedule
3. Grades/Assignments
4. Report Cards
5. Health/Immunizations
6. Lunch Account

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

III. USE OF THE SYSTEM

Access to the Portal is a privilege, not a right. Users of the 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 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 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 accept a parent or legal guardian.
7. Users will not set their computer to automatically login to the Portal.
8. Users identified as a security risk to the Portal or any other Lyle Public School computers or computer network will be denied access to the Portal.

IV. SECURITY FEATURES OF THE STUDENT PORTAL

1. Access to the Portal is made available with a secure internet site.
2. Three unsuccessful login attempts will disable the Portal account. In order to use the account again you will need to contact the Portal Helpdesk to have the account reactivated.
3. You will be automatically logged off if you leave the 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. PORTAL MOBILE APP
1. After you have established username/password for web-based 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:
7. Enter your Campus Portal username and password
8. Press GO and SIGN IN. Date will begin to download

VIII. SUPPORT

1. Email support is available at: 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 Portal log-in screen found at: https://mncloud1.infinitecampus.org/campus/portal/lyle.jsp

LYLE PUBLIC SCHOOLS
PORTAL ACCEPTABLE USE AND SAFETY
GUIDELINES - ACCEPTANCE AND AGREEMENT FORM

Each user of the portal must complete and sign a Portal Acceptable Use and Safety Guideline Acceptance and Agreement Form in order to obtain access to the Lyle Public School Portal. I have read the 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 Portal and may be liable for civil and/or criminal consequences.

_____   _____

Student Name   *Date of Birth*

_____   _____

Student Signature   *Date*

_____

Print Parent/Guardian Name

_____   _____

Parent/Guardian Signature   *Date*

_____

Address

_____

Email Address

_____   _____

Home Phone Number   *Cell Phone Number*