Request for Permission To Access School Tool Parent Portal Dashboard

<mark>Student Name</mark> (please print): _____

I am a parent, guardian, or person in parental relation, of a student attending Jefferson-Lewis BOCES, Charles H. Bohlen, Jr. Technical Center (BTC) or Howard G. Sackett Technical Center (HGS).

<mark>Parent/Guardian Name</mark> (please print): _____

If you have more than one student, check here _____ and list all:

Student First Name	Student Last Name	Address where Student Resides	Student Date of Birth

I request that Jefferson-Lewis BOCES (BOCES) provide me with a login/password that will allow me to access information about my student's school performance, which could include classes, 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 BOCES with support from the Mohawk Regional Information Center of the Madison-Oneida BOCES. In return for BOCES 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 Student Parent Portal Dashboard Account.

<mark>My present e-mail address for this purpose is:</mark>
_____
Please provide current email address above   (please complete information on the back and sign)

_____ 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.

_____ 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 Student Parent Portal Dashboard, 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 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: _____