



School District of Poynette

Infinite Campus Portal Acceptable Use and Safety Policy

The School District of Poynette uses Infinite Campus SIS (student information system) to take attendance, compute grades, record discipline events and organize census data of our students and families. Infinite Campus has developed the *Portal*, a website that allows parents/guardians and students to view the records of their child(ren) via the internet. The School District of Poynette will provide parents/guardians of currently enrolled students the privilege of free access to the Portal. In addition, all students have access to their own grading information on the Portal. Only parents or guardians of students in our district will be allowed access to the Portal. The School District of Poynette reserves the right to deny or cease access to the Portal due to abuse of the portal, court orders, or any other legal proceedings that limit the availability of private educational data.

Purpose

The portal will be employed to enhance communication between the teachers in our schools and students, parents/guardians. Users of the Portal will have access to the following information about their children:

- Person Data
- Attendance
- Behavior (middle and high school only)
- Fees
- Lunch Purchases & Account Balances
- Class Assignments
- Class Schedules
- Print Student Schedule
- Print Report Cards/Progress Reports
- Print unofficial Transcripts
- Health Immunization Records
- Family Contact Information

While we hope this tool will provide an efficient means for parents/guardians to track their child's(ren's) performance, it is not meant to replace other means of communication. Parents are encouraged to call a child's teacher anytime they have a question or concern regarding a class. The School District of Poynette reserves the right to add or remove any of the above functions from the Portal at any time.

Use of the Portal

Access to the portal on the school district's system is a privilege, not a right. Users of the portal are required to adhere to the following guidelines:

1. User will act in a responsible, legal and ethical manner.
2. User will not attempt to harm or destroy data, the school or the district network.
3. User will not attempt to access data or any other 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 the School District of Poynette office immediately, without demonstrating the problem to someone else.
6. Users will not share their password with anyone, including their own children. Students have access to the portal through their own portal accounts provided by the district.
7. Users will not set their own computer to automatically log-in to the portal.

8. Users identified as a security risk to the Portal or the School District of Poynette's computer network will be denied access to the Portal.

Technical Issues with the Portal

Technical issues should be directed to the Portal Help desk at: aniem@poynette.k12.wi.us

System Requirements

Data Interpretation Instructions

The data (grades, schedules and overall progress) you will see in the Portal is similar to what you would find on our Campus Student Information System within the district. Each area of data is updated on different schedules. Please review the following to familiarize yourself with the Portal data expectations.

At the start of a new school year...

The beginning of a new school year is a very busy time for administrators, teachers and the supporting educational programs in our district. Staff will need time to structure courses, enroll students and prepare the student data in our system. Given this information, the portal registration process may be delayed beyond the regular one-week registration period. In addition, grading information in the portal could also be delayed until enrollments are final and staff has had the opportunity to prepare grading data in the student information system.

Person and Household Data

Person data is typically updated within one week of student registration. The volume of changes collected during the fall registration may delay updates beyond one week. Contact your child's building secretary for any incorrect information indicated in the portal. Families may also update their contact information themselves, directly in the Household Information section in the Portal.

Attendance Data

High School: Absences are recorded every block. Excuses are coded later in the school day.

Middle School: Absences are recorded every period. Excuses are coded within 24 hours.

Elementary: Absences are recorded twice daily: morning and afternoon. Excuses are coded later in the day.

Note: Physical Education courses attendance data will be posted. Attendance for physical education classes may be posted later in the day due to the nature of the course and the location of the staff members' computers.

Behavior

Parents want to know if their student is involved in a disruptive behavior. This option allows parents learn more about social situations, the consequences and the remedial steps taken by the school. For example, if a student was disrespectful and disruptive in class and a meeting is required, this information would also be available for the parent to be informed about the situation. The parent will see the date the behavior occurred, what happened, any activities or consequences related to the event, and the student's role in the event. (Please note that the portal behavior referral may not be the only method of communication.) For additional information about any of the events posted in this section, contact your child's teacher or the school's administrators.

Messenger Contact Preferences

Users can update their contact preferences for our Campus Messenger system directly in the Portal . Campus Messenger pushes email, phone and text messages out to families. Typically we use this tool to communicate cancellations, delays and early releases due to inclement weather. Through the Infinite Campus Portal, parents/guardians will have the ability to choose where certain message types will be delivered. Users can choose which type of contact they prefer for general,

high priority, attendance, behavior, and text messages.

Fees

Milk break payments will be **recorded under the fees tab**. This tool provides a list of all the fees assigned to the student. It may be a lab fee for a science class, a fee for a field trip, or the cost of an athletic activity. You can view fees that have been charged, what has been paid, and the ongoing balance. Questions regarding fees/payments posted should be addressed with your school's secretary. For milk break fee information, contact Linda Redelings at Poynette High School.

Food Service

Good nutrition for students is an important concern for parents and schools. The Account link gives real-time access to student's meal selections and the costs incurred from the cafeteria. The Food Service section can be accessed by selecting the student's account number in the index. All transactions for the selected month are displayed in a table, including deposits, meal purchases and a la carte purchases. There is an option in the system to set spending limits for the entire account, including both lunch and ala carte items. We encourage families to monitor and discuss their children's choices for lunch. Parents/Guardians can expect lunch account payments to be posted within two school days of business office receiving the payment. The only exception to this rule applies at the beginning of the new school year, when there is a large volume of payments submitted at once. Questions regarding purchases and deposits should be addressed with Linda Redelings at Poynette High School.

Class Schedule

Shows all courses the student will take during the current school year. You can check assignments and email the teacher from this screen.

Class Assignments

Class assignments and scores can be viewed through the Portal once teachers have posted them in the electronic grade book for Campus.

Grade posting to Campus is mandatory at Poynette Elementary Grades 2-5, Poynette Middle School and Poynette High School. The School District of Poynette elementary schools, grades K-1, do not post items to the Campus gradebook.

Class assignments returned by their due date will be graded and the score posted within three days of their due date. Some larger projects may take up to seven school days. Careful and responsible evaluation takes time. Your patience regarding this process is appreciated. Any concerns regarding an assignment and its evaluation progress should be directed to the course instructor.

Additional information about a teacher's expectations for the frequency and number of assignments in each class can be found in course syllabi for high school students as well as by contacting the course instructor. For more information about teacher expectations and Campus at any grade level, please contact the course instructor either via email (the envelope icon on the Assignment screen) or by phone. A staff directory can be found on our district's website.

Progress Reporting Expectations

Grades at progress reporting periods for high school and middle school will be current no later than Friday of the progress reporting date. Progress reports will no longer be mailed home, unless a parent/guardian requests so in writing. Parents of any child receiving an F or performing significantly below grade level will be contacted by the teacher in the class in which he or she is performing poorly.

Reports

Student schedules, UNOFFICIAL transcripts and report cards can be printed from the portal.

Student Schedule

The student's schedule is always available for print.

Unofficial Transcript

Unofficial transcripts can be printed so you can verify the data recorded in your child's transcript. Data is rolled to the student's transcript approximately two weeks after the end of the term. *Official transcripts must still be requested from the Guidance Office.*

Grading Data Concerns

Concerns about the data you find on the portal should be addressed in the following order:

1. Discuss the issue or information with your child.
2. Discuss the issue with the teacher via phone or in person. A staff directory can be found our district's website at <http://www.poynette.k12.wi.us>
3. Discuss the issue with the Administrator in your child's building.

Additional Contact Information:

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Poynette, WI 53955
Email: aniem@poynette.k12.wi.us
608.635.4347x310

School District of Poynette Website:
<http://www.poynette.k12.wi.us>

Current Portal Address:
<https://poynettewi.infinitecampus.org/campus/portal/poynette.jsp>