



Mukwonago Area School District Infinite Campus Portal Policy for Parents & Students

The Mukwonago School District uses Infinite Campus for its on-line student information system. The Campus Portal allows parents/guardians and students to track a student's academic progress via the Internet. The Infinite Campus Portal also allows parents/guardians and students to view student information such as attendance, schedules, assignments, immunization records, fees, and much more. It also provides the ability for contacting teachers via email. Information available on the portal may vary from school-to-school and vary depending on the time of year (schedules and grades may only be visible at certain times).

Who sees what?

Parents/guardians who register for a portal account will have the ability view information for all children in their household. Students will automatically receive a portal account upon enrollment and will only be able to view their own information.

How do I request a portal account?

Parents/guardians can register for a portal account via the District website / Parents-Students / Infinite Campus page located at this link: <http://www.masd.k12.wi.us/parents-students/masd-infinitecampus.cfm>. Once a Campus Portal account has been activated, the account will remain active until all of the children associated with a parent/guardian's account are no longer enrolled in the district or the student has withdrawn or graduated from high school.

How will parents/guardians login?

After requesting a portal account, a District staff member will contact you within 48 hours with your username and password. These login credentials will not change unless requested by the parent/guardian.

How will students login?

Students automatically receive a portal account upon enrollment. Their user ID and password will be issued to students as part of their district-issued single sign-on network account.

Go Mobile!

Upon logging into the portal, you will notice availability for mobile devices. Simply download your app and click **Get Your District ID** from the portal link.



Get Help!

If you have any additional questions regarding the Campus Portal, please email helpdesk@masd.k12.wi.us.

Mukwonago Area School District Portal Policy

The Mukwonago Area School District (hereafter referred to as “MASD” or “District”) School Board supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child’s education and improve communication between students, parents/guardians and the student’s teachers. MASD uses a secure Internet site to enable electronic access to student information; enhancing communication between our parents/guardians, students, teachers, counselors, support staff, and administrators.

- **Rights and Responsibilities:** Portal access is a free service offered to all current and active parents/guardians and students of the MASD. Access to student information from the Internet is a privilege, not a right. Only after a family has enrolled their child(ren) in MASD will a parent/guardian and/or student be authorized to activate a web account. Parents/guardians, students, and staff must understand and practice proper and ethical use.
- **Information Accuracy Responsibilities:** Information accuracy is the joint responsibility between schools, parents/guardians, and students. Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian or student discovers any inaccurate information, he/she will notify their school immediately and provide proof of the inaccurate information, or request the changes via the portal.
- **Information Accessibility:** MASD reserves the right to add, modify or delete functions viewed via the Portal at any time without notice. Detailed assignment scores are available online 24/7. For families with online Portal access, mid-term printed progress reports for students with grades below a C will no longer be mailed home unless a parent/guardian requests so in writing. Letters must be addressed to the principal. There may be times when the Campus Portal will not be accessible due to maintenance or other unforeseeable circumstances beyond the control of MASD. Information on the portal may vary from school-to-school. Information on the portal may vary based on the time of year (schedules/grades).
- **Portal Accounts:**

Students will receive a portal account automatically upon enrollment. This is included with their district-issued network account and part of the single-sign on process. Students will only have access to his/her own student information.

Parents can request a portal account on the district website via the Parents-Students / Infinite Campus section. *Parents will only need one login for all children/all schools. Parents who are also MASD employees will access the portal via the Family Login page and use their district-issued single-sign on credentials.*
- **System Requirements:** The most current system requirements will be posted to the district web site via the **Parents-Students / Infinite Campus** section. MASD is responsible for ensuring that district-owned systems are up-to-date. MASD is not responsible for providing new equipment, replacement equipment, technical support, or system upgrades to systems not owned by the District.
- **Tech Support for Portal Users:** MASD will provide online instructions/help sheets on the district website via the **Parents-Students / Infinite Campus** section. MASD will accept support requests via the email address helpdesk@masd.k12.wi.us and will strive for <48 hours response time.
- **Limitation of School District Liability:**
 - MASD reserves the right to limit or terminate the Internet site for viewing student information without notice.
 - MASD will use reasonable measures to protect student Information from unauthorized viewing.
 - MASD will not be responsible for financial obligations arising through unauthorized use of the District’s system or Internet.
 - MASD does not promise any particular level or method of access to the Internet site for viewing student Information.
 - MASD will not be responsible for actions taken by the parent/guardian or student that would cause compromise of their student Information.
 - MASD reserves the right to limit or terminate the Internet site for viewing student Information without notice. By requesting an Internet site for viewing student Information, parents/guardians and students of the district automatically consent to electronic monitoring when on the district’s network.