

Millbrook Central School District

Parent/Guardian User Guidelines and Agreement for the SchoolTool Parent Portal

The Millbrook Central School District's SchoolTool Parent Portal is a free service offered to all parents and legal guardians of students actively enrolled in Millbrook Middle School. It is a protected Internet site that allows the viewing of their student's school information. The intention of this access is to enhance communication and dialog between school and home.

Access to SchoolTool Parent Portal is a privilege. The accuracy of information contained within the system is a joint responsibility between schools and parents/guardians. If inaccurate information is noticed, it is expected that parents/guardians will notify the school immediately via parentportal.mms@millbrookcsd.org. For security reasons, corrections will not be accepted by phone.

Parents/guardians are required to adhere to the following guidelines:

1. Parents/guardians will act in a responsible, ethical, and legal manner.
2. Parents/guardians will not attempt to harm or alter data, networks, or systems.
3. Parents/guardians will not attempt to access another's account or use the system in any way that may be illegal or in violation of Federal and State privacy laws.
4. Parents/guardians are responsible for protecting their passwords and are prohibited from sharing them with unauthorized users.
5. Parents/guardians will not set their computer to automatically login to the site.
6. Parents/guardians are expected to report security issues or questions as well as any inaccurate information immediately to their student's school.

SchoolTool Parent Portal accounts are managed in cooperation with parents/guardians and the schools. Their accounts are based upon the email address provided. If an email address of a parent or guardian changes, this needs to be resubmitted. This must be done at school in person and include showing proper identification. In general, accounts may take up to three business days to be completed. Parents/guardians will be notified via email.

NOTE: by signing the form below, you agree to the Parent/Guardian User Guidelines and Agreement. Return this portion to Middle School's main office along with proper identification. Please retain a copy for your records.

Name of Parent or Guardian:

Name(s) of Child(ren): _____

Parent's Exact Email Address to be used:

Signature of Parent or Guardian (**Required**): _____