

Although we've implemented maximum level security measures to protect against unauthorized access to the KidsVision system, you as parents and guardians have the responsibility of protecting your Usernames and Passwords. Remember, your KidsVision Usernames and Passwords provide unique identifiers that enable our system to identify authorized users. Therefore, your login information is the first line of defense against unauthorized access. As concerned parents and users of the KidsVision system, it is your responsibility to maintain exclusive control and use of your Username and Password and protect it from inadvertent disclosure to others. **YOU SHOULD NEVER GIVE YOUR PASSWORD TO ANYONE.**

Usernames should be between 6 and 8 characters, all letters should be lowercase, and logins must be unique; although your username can use any combination of letters, numbers, and special characters, do not include spaces in your username. For example, the following are examples of adequate usernames: 'jpayne', 'ywqo875', 'e_rbert'.

Strong passwords can prevent someone from assuming your identity and accessing information. **Passwords should be between 6 and 8 eight characters** with a combination of uppercase, lowercase, numeric and special characters. Below are some guidelines for creating a secure password:

- Don't choose a password associated with you in any way (middle initial, maiden name, pet's name, child's name, etc.)
- Don't choose words that can be found in any dictionary, whether English or any language.
- Don't reverse the spelling of a dictionary word
- Use an acronym from an easy to remember phrase ('!A stitch in time saves nine!' can translate to !ASITS9!)
- Make your Passwords 8 characters long.
- Use a mixture of letters, numbers and special characters. Example: *JaFe90+

Once you have read and understand the guidelines/responsibilities, please sign and return the completed form to Shawnee State University Children's Learning Center.

I am a legal guardian of a child enrolled at Shawnee State University Children's Learning Center. I have read the above information, and understand that cameras have been installed at Shawnee State University Children's Learning Center for the purpose of streaming video and audio of enrolled children over the Internet for parents and other authorized users to access, and hereby give my consent on behalf of myself and my child for such to occur. I will not share or disclose my password with anyone. I understand that I can submit up to three Usernames and Passwords in order to allow spouses and grandparents an opportunity to view the system.

I am requesting the following Usernames and Passwords be granted access to the KidsVision system:

Login1 (required) Username _____	Password _____
Login 2 (optional) Username _____	Password _____
Login 3 (optional) Username _____	Password _____

Enrolled Child(ren) Printed Name(s)

Your Printed Name

Your Signature

Date

*To be completed by Children's Learning Center Authorized Personnel
Please check the rooms or cameras that are viewable by this user(s):

____ Ms. Teresa's Room

____ Ms. Jeanna's Room

____ Ms. Amanda's Room

Director's signature
required for approval: _____

Date of approval: _____