

**AppleTree Day School Inc.  
Secure Vision System**

Although we've implemented maximum level security measures to protect against unauthorized access to the Secure Vision System, you as parents and guardians have the responsibility of protecting your Usernames and Passwords. Remember, your Secure Vision 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 Secure Vision System, it is your responsibility to maintain exclusive control and use of your Username and Password and protect it from inadvertent disclosure to others.

**Usernames should be between four and eight characters**, all letters should be lowercase and logins must be unique, although your username can use any combination of letters, 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 six and 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 other 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 eight characters long.
- \*Use a mixture of letters, numbers and special characters. Example: JaFe90+

Once you have read and understood the guidelines/responsibilities, please sign and return the completed form to AppleTree Day School, Inc.

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I am a legal guardian of a child enrolled at AppleTree Day School, Inc. I have read the above information and understand that cameras have been installed at AppleTree Day School Inc. for the purpose of streaming enrolled children over the Internet for parents and other authorized users to access.

I am requesting the following Username and Password be granted access to the Secure Vision System.

Login Username: \_\_\_\_\_ Password: \_\_\_\_\_

Enrolled Child(ren) Print Name(s): \_\_\_\_\_

Your Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this contract you agree and understand that you will be billed a fee of \$15 per month by Secure Vision Systems on the first of every month. This fee cannot be pro-rated. You must give written notice of cancellation to the director or owners of AppleTree Day School Inc. on the 15<sup>th</sup> of the month prior to the next billing cycle.

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APPLETREE DAY SCHOOL INC. USE ONLY

Date entered & approved: \_\_\_\_\_

Authorized signature: \_\_\_\_\_