



SKYWARD FAMILY ACCESS/USER EXPECTATIONS AGREEMENT

Skyward Family Access is a tool for parents to access online, timely and secure information about their student(s). Each parent or legal guardian is provided with their own unique portal user ID and password for Family Access. By accessing your account, you are agreeing to abide by and support the terms of use and user expectations set forth in this document to insure the safety and privacy of each student.

SECTION 1: Parent/Guardian Agreement for Use of the System

- A. Parents/guardians agree not to share their password or allow anyone other than themselves to use their Family Access account including their own child(ren).
- B. Parents/guardians agree not to access data or any account owned by another parent.
- C. Parents/guardians agree and understand that in the interest of security, the District reserves the right to change user passwords or deny access at any time.
- D. Parents/guardians agree and understand that three unsuccessful logins will disable their account. If an account becomes locked, the parent/guardian should use the link provided on the Family Access Login Page to request their password be reset.
- E. Parents/guardians agree and understand that this service is offered as a best effort. The District cannot troubleshoot home computer issues. Parents/guardian should refer to the Frequently Asked Questions on the Family Access page for computer requirements.
- F. Parents/guardians agree to act in a responsible, ethical and legal manner.
- G. Parents/guardians will not attempt to harm or destroy the school or the District's data or networks.
- H. Parents/guardians will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws would be subject to civil and/or criminal prosecution.
- I. Parents/guardians agree to notify their school immediately if they identify a security problem within the Portal without demonstrating the problem to anyone else.
- J. Parents/guardians agree not to set their computer to automatically login to Family Access.

SECTION 2: User Expectations

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. The 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.

The Centennial School District manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians with a secure connection over the Internet. All parents/guardians will comply with the Internet use regulations and all technology regulations/procedures, as well as all other District Policies that may apply.

Electronic Access to Student Information Regulation

Centennial School District uses a secure Internet site to enable electronic access to student information; enhancing communication between our parents/guardians, students, teachers, principals and administrators.

A) Rights and Responsibilities

This access is a service offered to all current and active parents/guardians of Centennial School District students. Access to student information from the Internet is a privilege, not a right. Only after a family has enrolled their child(ren) in Centennial Schools will a parent/guardian be authorized to access a Family Access account. Once a student withdraws or graduates from Centennial School District their access will be inactivated. Parents/guardians and staff must understand and practice proper and ethical use.

B) 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, they will notify their school immediately.

C) Information Accessible

Centennial School District reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

School and District Notices	Family Demographic Information	School Calendar
Student Schedules	Attendance	Health Immunizations
Assignment Due Dates	Assessment Data	IPR/Report Cards
Discipline Records	Teacher Messages	Bus Schedules

When the student portal is opened, students in grades 9 to 11 will be able to request the courses that they would like to take next year.

SECTION 3: System Requirements and Support

A) System Requirements - The most current system requirements are posted on the Family Access website.

B) Support -

1. Help and contact information is located on the Family Access Support page.
2. The District cannot troubleshoot home computer issues.
3. Parents/guardians should refer to the Frequently Asked Questions on the Family Access Support Page for computer requirements, login help and portal usage instructions.
4. Parents/guardians who have forgotten their user ID or password should complete the "Lost User ID" process located on the Family Access Login Page.

C) Limitation of School District Liability

The Centennial School District will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet. The District does not promise any particular level or method of access to the Internet site for viewing student information. The District will not be responsible for actions taken by the parent/guardian or student that would cause compromise of their student information. The District reserves the right to limit or terminate the Internet site for viewing student information without notice. All parents/ guardians and students of the District network, by requesting an Internet site for viewing student information account, consent to electronic monitoring and understand that this is a private network used as an educational tool by Centennial School District employees and students. Account activity is electronically recorded.

TO ACCESS YOUR ACCOUNT, FOLLOW THESE STEPS:

- Go to the Centennial School District website <http://www.CentennialSD.org>
- Click on the Skyward
- On the Login page, enter your user ID and password. In order to obtain a user ID and password, click on the "Forgot User ID or Password" link and enter your email address. As long as the email address matches the address that is in the system, your user ID and password will be sent to that address. If it does not match or if we do not have your email address on file, please call 215-441-6000, x11150 from 8:00 to 4:00 M-F.
- Follow the on-screen prompts. If you have any trouble, please refer to the Family Access Support page.
- If you still experience issues with your portal login, contact the Centennial IT Department by calling 215-441-6000, x11150 from 8:00 to 4:00 M-F, or by sending an email to FamilyAccess@CentennialSD.org. An IT Staff member will get back to you within 3-5 business days.

REMINDER: Using the Family Access system implies consent and understanding to the use and terms set forth in the Family Access Access/User Expectations Agreement.