



Frankston Independent School District Skyward Family Access

Frankston Independent School District has implemented the Skyward Family Access system. This web-based service will allow parents/guardians of students to view their child or children's attendance, grades, schedules, progress reports, as well as their assignments and emergency contact information.

To begin using the Family Access program you will need to fill out the Skyward Family Access Application and Acceptable Use Policy. After the application is processed, FISD will provide the parents/guardians of students with a username and password to access the system. For security purposes, usernames and passwords will not be shared over the phone or via e-mail. As part of additional security, please do not give your username and password to your children; this information should be kept in a safe place.

If you registered for a Family Access account in 2009-2010, your login from the previous school year will still be valid in 2010-2011.

Minimum Workstation Requirements

Because this is a web-based program, Family Access can be viewed from any computer that has Internet Access and can be best viewed using the following web browsers:

- Windows 98 or higher, IE 5.5 (or higher) Pentium Processor (or higher) 16mb RAM (or higher)
- Macintosh 8.1 or higher, IE 5.5 or Safari on OSX, Power PC Processor (or higher), 8mb RAM (or higher) w/Virtual Memory turned on.
- A resolution of 1024x768 is required.
- All system requirements are subject to change based on product version.
- Please note that FISD does not support off-site technology or software applications. For specific hardware or software problems, please consult your computer dealer or software vendor.

Family Access Acceptable Use Policy

About Family Access

FISD is offering Family Access to improve parent and school communications. The Family Access web-based service will allow parents/guardians of students to view their child or children's information:

- Student Information
- Attendance
- Gradebook
- Schedules
- Progress reports
- Assignments
- Cafeteria charges

FISD reserves the right to add or remove any of the above functions from Family Access at any time it deems necessary.

FISD Family Access Use

Entrance to Family Access via our web portal is a privilege, not a right. Users of FISD Family Access are required to adhere to the following guidelines:

1. Users will act in a responsible, legal, and ethical manner.
2. Users will not attempt to harm or destroy data, the school, or the district network.
3. Users will not attempt to access data or any other account owned by another user.
4. Users will not use Family Access for any illegal activity, including violation of Data Privacy Laws. Unauthorized access or release of student information is prohibited. Anyone found to be in violation of these laws may be subject

to civil and/or criminal prosecution.

5. Users who identify a security problem with Family Access must notify the FISD office immediately, without demonstrating the problem to someone else.
6. Users will not share their password with anyone. Each guardian will receive a separate password.
7. Users will not set their own computer to automatically log in to Family Access.
8. Users identified as a security risk to FISD's Family Access or the FISD network will be denied access to Family Access.

The Beginning of a New School Year:

The start of a new school year is a very busy time for administrators, teachers and the support staff in our district. Our staff personnel will need time to structure courses, enroll students, and prepare the student data in our system. Given this information, Family Access activation requests may also be delayed until enrollments are final and staffs have the opportunity to prepare grading data in the Skyward student information system.

Student Information:

Student information (address, phone, emergency contacts) will be updated within the first several weeks of student registration. The high volume of changes during the beginning of the new school year may delay updates to this information. Please make changes to any incorrect information in writing, include your name and your child's name, and then drop your request off in your child's building.

Attendance:

- High School: Absences are reported every period. Excuses are entered the next day.
- Middle School: Absences are reported every period. Excuses are entered the next day.
- Elementary School: Absences are reported once in the A.M. Excuses are entered the next day.

Please Note: The above guidelines apply to "typical" days. Attendance data may be posted later due to the nature of activities during days that have activities, field trips, or other functions due to the location of staff and access to computers.

Disclaimer – Although extreme precautions and measures (both technical and procedural) have been implemented to prohibit unauthorized access to your child's information, FISD, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the access it is providing. Furthermore, FISD may not be held liable for:

- a. The accuracy, nature, or quality of information posted on the Skyward Family Access website.
- b. Any delays or interruptions in service of Skyward Family Access.
- c. Unauthorized access to student information on Skyward Family Access.
- d. For any damages a user suffers, including loss of data resulting from delays or service interruptions caused by the district's negligence or by the user's error or omissions.

Data Concerns

Concerns about the data you find on Family Access should be addressed in the following order:

1. Discuss the issue or information with your child
2. Discuss the issue with the teacher either via email, phone, or personally. A staff directory can be found on our district's website at www.frankstonisd.net (click on "Staff" button on the left side) located under the high school or middle school pages.
3. Discuss the issue with the Administrator in your child's building.

By signing I agree to the above guidelines.

Parent/Guardian Signature Date