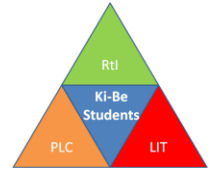




Kiona-Benton City Schools

District No. 52
1105 Dale Ave.
Benton City, Washington 99320
(509) 588-2000
Fax (509) 588-5580



Skyward “Family Access” Acceptable Use Policy

Kiona-Benton City School Districts Skyward Family Access will provide you access to your child’s schedule, grades, bus information, attendance, and district announcements. Please read these guidelines carefully and sign the Kiona-Benton School District Parent Portal Acceptable Use Policy.

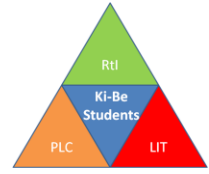
Please read the following Acceptable Use Guidelines for Skyward Family Access:

1. Username and passwords are to be kept confidential.
 - a. It is the responsibility of the parent/guardian to protect the security of the login and password. Kiona-Benton School District accepts no responsibility in the event the username and password is shared, given, stolen, or in any other way, becomes the possession of a person other than the parent/guardian.
 - b. If a username/password is stolen or lost, the parent/guardian can contact the school to have the password changed or change the password on the Parent Portal.
 - c. The parent/guardian is responsible for reading and agreeing to the acceptable use policy, and signing the Parent/Guardian signature page.
This agreement must be returned to the school to receive the web access ID information. **A signature page must be completed for each family.**
2. It is the responsibility of the parent/guardian to verify the correct information is listed in Skyward Family Access.
3. One username and password will be issued per family to view all students within that family. It is the responsibility of the primary parent to determine which additional nonresident parent(s) or guardian(s) will be able to access records. Nonresident parents or guardians will also need to sign an Acceptable Use Policy
4. The school district does not provide technical support for your home/work computer system.
5. Kiona-Benton School District will monitor Parent Access to Skyward Family Access. The Parent Access Log lists date of login, time accessed, and duration of login (in minutes).
6. Parents/guardians should remember that email and other communications over the Internet are not guaranteed to be private and are subject to State and Federal Law.
7. You should follow the following procedures with questions concerning your child’s grades or attendance.
 - a. Talk to your child to ask them about their grades or attendance.
 - b. Check the teacher’s grading policy. The information on Skyward Family Access is subject to change. **The information posted is not the official Progress Report, Report Card or Student Transcript.**



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- c. Please email teachers with your questions concerning grades, but please do not send excessive emails. Remember your child's teacher has many other students that they teach.
- d. The parent or guardian may request a meeting with the teacher but should request the meeting using your child's school procedures for setting up the meeting.
- e. You will be able to check grades 24 hours a day, seven days a week based on server availability. Teachers should post their grades within approximately 7 school days of the date the assignment is due. Some assignments, such as, written reports may take much longer to grade.
- f. Attendance is taken once a day in the elementary and middle schools and each period at the high school. Attendance is updated as soon as the teacher enters it. If you have a question concerning attendance, please contact the Attendance Office at your child's school the next school day.

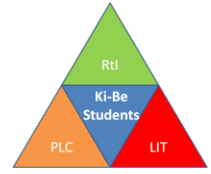
Disclaimer:

- 8. Please remember that Kiona-Benton City School District is providing this access as a service, and if it is abused, the account can be suspended and/or terminated. These terms are subject to revision at any time as the system changes.**
- 9. Kiona-Benton City School District is not liable for any damages to my personal equipment when connected to the Skyward Family Access System.**
- 10. The system is provided only as a convenience. The data is the property of Kiona-Benton City School District and is only available to parents/students currently in attendance. Skyward Family Access Parent Portal is not an official record and may not be correct at all times. For official student records contact your child's school.**
- 11. I release Kiona-Benton City School District and its officers, employees, and agents from any claims and damages from my use or inability to use the system.**
- 12. As a parent/guardian I have read and signed this policy and understand that access is designed for the educational support of my child's education.**



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KBSD Skyward Family Access Parent Portal Acceptable Use Policy – Signature Page

(Return to your child’s school)

Students (Full Legal Name): (Please print clearly) Date: _____

Student Name	Grade	School

Parent/Guardian Signature

Kiona-Benton City School District provides parent(s)/Guardian(s) access to student information through the Skyward Family Access Parent Portal. Access to the system is available through the Internet and accounts are created by using web access information furnished by the school delivered to the email address(s) on record. Users must protect their login information in order to maintain security and are required to adhere to the Parent Portal Acceptable Use Policy. This signature page must be completed for each family of students.

I have read and agree to the Parent Portal Acceptable Use Policy for Kiona-Benton City School District and understand that access to the Parent Portal is designed for the educational support of my child.

Parent/Guardian Name: _____

Parent\Guardian Signature: _____

Email addresses: (please print clearly): _____

