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**Covington High School**

**Skyward Family Access
Application Packet

Please read all information in this packet before filling out the application.
After completing the application, please return *the application, verifiable consent form, and acceptable use policy, with a copy of your driver’s license (faxes not accepted)* by mail or by dropping this application packet off at Covington High School’s front office.
Remember: PHOTO IDENTIFICATION, which is a copy of your driver’s license, is required. No faxed copies accepted.

If you wish to mail this application and a copy of your driver’s license,
send to**

**Rusty Richardson
Skyward Accounts Processing Dept.
Covington High School**

**803 S. College St.
Covington, TN 38019**

**Application Updated September 30, 2014**

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**For CHS Use Only
Admin Initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application Update Sept 30, 2014 2014**

**Covington High School**

**Skyward Family Application**

***Please read all information before filling out this application.***

1) Fill out the forms completely **(printing legibly) and sign where applicable.**

2) Sign at the bottom acknowledging that you agree with the terms of use to the **Acceptable UsePolicy** and the **Verifiable Consent Form.**

3) Return all three forms to the office at CHS. ***A copy of a******photo ID (driver’s license) is required. No faxed copies accepted.*** You will be contacted by e-mail when your account is ready. Please allow extra time for processing.

Parent / Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Maiden (Mother only) Middle First**

**Mailing Address on your child’s contact form**:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_

**Residential Address on your child’s contact card**:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_

***I am the parent or legal guardian of the following Covington High School student(s): (Print in the blanks below)***

Student Name: First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address is **required**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Please print)**

**(Please double-check for accuracy and make sure it is legible.)**

Current phone number to where you may be contacted: \_\_\_\_\_-\_\_\_\_\_\_-\_\_\_\_\_\_ (home, work, or cell?)
**(This must be an active phone line to where a staff member may reach you.)**

**Your Skyward username and password are automatically generated by our student management system. However, you will be prompted to change the password upon logging in for the first time. Your e-mail address can be used to transmit your username and password to you. Phone call can be made to see if the information was delivered to you. Your password must contain *7 characters, 2 being numbers, and 1 being a special character* such as ! @ # $ % ^ & \* - ( or ).**

**\*Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_
\*Your signature acknowledges acceptance for the terms of agreement on the Acceptable Use Policy and Verifiable Consent Form.**

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**For Skyward Administrator use below.**

**Username Assigned by Skyward: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Password:**

**Temporary Skyward password is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**



 **Verifiable Consent Form**

**Turn in with the application.**

Dear Tipton County School Parent/Guardian,

Because membership to Skyward Family Access comes with features that require us to collect personal information from your child, **we require a signature for your consent**. Your signature on the application satisfies this requirement.

**Section 1**

**COPPA** (Children’s Online Privacy Protection Act)

*Description:* Websites must obtain Verifiable Parental Consent before collecting information from children or permitting disclosing personal information of children under 13 years. I am the parent/legal guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Section 2**

**FERPA** (The Family Educational Rights and Privacy Act)

*Description:* Your schools must comply with FERPA. FERPA is federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Dept. of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

1. Parents or eligible students have the right to inspect and review the students’ education records maintained by the school.

2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

The signature on the application form where you requested your password and wrote the information to get your account acknowledges that you are in agreement with the above regulations regarding the Acts above.

**Turn in with the application.**

**** **Covington High School
Skyward**

**Acceptable Use Policy**

**Policies and Guidelines
for All Skyward users
of the Tipton County School Community**

**Turn in with the application.**

Tipton County Schools provides a data and communications network to facilitate communication within the school community and between that community and the global community.

Ready access to information resources inside and outside the school provides academic support and promotes innovation. Resource sharing and communication both within the school and also with other educational institutions broadens and enriches the learning environment for students and staff.

**The Internet**

Millions of computers worldwide are connected via the Internet. Every person using these connected computers can communicate and share information. Over the past 20 years, the Internet has become a common repository for text based data, audio, still images and video.

The World Wide Web, a tool for finding information on the Internet, has made use of the Internet easier. The Web has also made the Internet a new medium for publishing. Anyone with a computer, the appropriate software, and access to the Web can publish any information for worldwide consumption.

**Guidelines for Using Covington High School’s Network and the Internet**

Covington High School’s network is provided for the benefit of students and staff for academic purposes. The following guidelines have been established so that it can be used freely, safely, and efficiently.

**Sharing Network Resources**

The same respect for each other and responsibility for the consequences of one’s actions apply on Tipton County School’s network. Like any other school resources, computer resources are shared, so priority should always be given to school assignments; and arrangements for sharing time on equipment should be negotiated fairly.

Do not interfere with other people’s work. Do not waste shared resources. Do not use language that is not appropriate in the school community.

Because school computers interact with Tipton County School’s network in invisible but carefully designed ways, it is possible to make destructive changes without realizing it. No alterations should be made to the hard drives of any school computers: don’t change settings, add or delete programs; and don’t run programs from disks without permission of the school system administrator. It is improper and illegal to copy programs, to tamper with hardware, to alter files, or to enter certain areas of Tipton County School’s network without authorization.

Tipton County School’s network both within and beyond the school, is a rich forum for debate. Its value lies in the meeting of many different minds. Harsh disagreement and personal attacks are not an acceptable use of Tipton County School’s network at any time.

**Passwords**

Respect the confidentiality of passwords. Do not attempt to log on as anyone else. Don’t share your password with anyone, or ask for anyone else’s password. Change your password when you think someone else may know it, and notify the school system administrator if you suspect passwords are being abused.