

# Parent/Guardian Student Information Update Tutorial

Last updated: July 25, 2017

Welcome to the Student Information Update tutorial. This document will step you through the process of updating your student's information with regards to student data privacy.

**Login** to Skyward using the Parent/Guardian Skyward account

Notes:

- Skyward login link is found on alpineschools.org. Click on 'Skyward'
- The student's account will not have these options
- If you don't know your account credentials, you may obtain them from the school.

**Select** the student for whom you wish to update

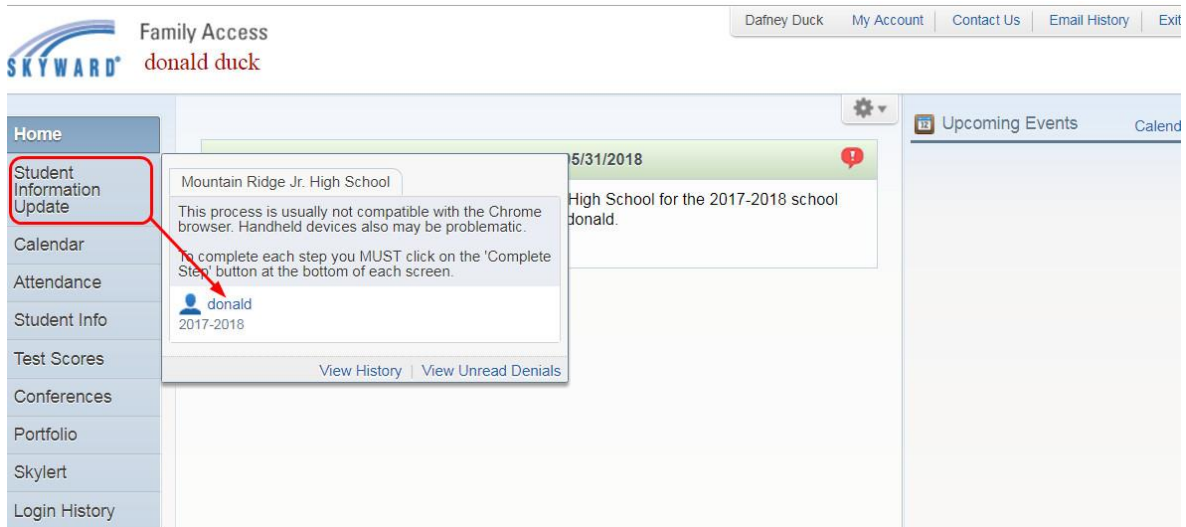


Figure 1: Student Information Update Main Screen

**BEGIN** by completing steps one (Verify Student Information) through four in the Student Information Update.

**ACCEPT OR DECLINE** the Student Computer and Internet Use Permission Slip

Notes: Accepting this provision will 1) Confirm the student will use the computer and internet responsibly, and 2) Grant the district permission to use the student's first name, last name, and school district email address for the purpose of creating accounts for internet educational applications. By declining, the student will not be able to use school/district computers or internet.

Family Access  
donald duck

Step 5. Internet and Computer Use (Required)

### Alpine School District

Student Computer & Internet Use Permission Slip  
Name: donald duck Student Id: 9378867  
Grade: 10 Date: 7/18/2017

Recognizing the fundamental role technology plays in the 21<sup>st</sup> Century, Alpine School District supports and encourages the appropriate and responsible use of technology in student learning. Alpine School District will take reasonable measures to protect students and ensure that technology use aligns with educational objectives.

**Acceptable Use Policy**  
The current policy, including rules and regulation, is found in the [Internet/Wide Area Network Acceptable Use Policy](#) or may be obtained at any district school. It is the responsibility of the student and parent/guardian to understand the current policy.

**Parental Permissions**  
By accepting this agreement below:

- I grant permission for my child to use district and school computers and devices and the Alpine School District wide area network/Internet in ALL the following ways:
  - Internet services
  - Online educational applications
  - Student productivity tools including email, cloud storage, and productivity applications
  - Other software and services
- I recognize that the purpose of a student email is for communication for educational purposes, and for use in account creation for educational applications. Accordingly, I grant consent to my student's teachers in Alpine School District to disclose the following subset of Directory Information to software application providers, under the terms of the provider's privacy agreement:
  - Student first name
  - Student last name
  - Student district generated email

Applications used by the teachers which contain the above student information will be communicated to parents through teacher disclosure statements or other methods.

I accept these conditions. I have read and accept the conditions above for computer use, application use, and student data disclosure.

I decline these conditions. I understand that my student will not be able to use district computer or devices, applications, and district internet services.

Complete Step 5 and move to Step 6

## ACCEPT OR DECLINE the Student Personal Information Release

Notes: Please carefully read the release.

Directory Information Release: By choosing 'I understand' will allow the school to print the noted data elements on graduation programs, musical programs, yearbooks etc.. By choosing 'I decline' the noted data elements will not be printed for public visibility. See the Family Educational Rights Privacy Act.

Media Release: Choosing 'I Agree' will allow the media to publish student's comments, student work and publish video of the student along with associated student Directory Information. Choosing 'I decline' will not allow media to publish student work, comments or video or Directory Information.

Calendar  
Attendance  
Student Info  
Test Scores  
Conferences  
Portfolio  
Skylert  
Login History

### Alpine School District

Student Directory Information and Media Release  
Name: donald duck Student Id: 9378887  
Grade: 10 Date: 7/18/2017

Alpine School District strongly believes in protecting student data and student data privacy. Additionally, it recognizes students in various venues and desires to appropriately promote the positive accomplishments of students. This document discloses the fashions in which data may be shared and gives you a way to control how your student's data are made available in local publications and the general media.

**District or School Level Applications and Services**  
To protect student privacy, Alpine School District enters into a legally binding privacy agreement with providers receiving student information for the purposes of delivering educational or operational services. In order to operate and provide services, essential systems receive student data regardless of the permissions below. A list of these essential district applications can be viewed [here](#).

**Directory Information Release**  
Under the Family Educational Rights and Privacy Act (FERPA), Alpine School District defines Directory Information that can be disclosed or published without parental consent for each instance of sharing. Directory Information facilitates school publications and operational activities such as yearbooks, graduation or other programs, honor roll lists, class photos, etc. Parents can opt out of allowing the school or district to share Directory Information. Alpine School district defines Directory Information to include the following:

- Student First Name
- Student Last Name
- District Student Email
- Student Grade Level
- Past and Present School(s) attended
- Student Degree, Honors, Awards, Activities, Sports
- Student Photo

Declining the Directory Information provision restricts Alpine School District from disclosing any or all of the types of information designated above as Directory Information from your child's education records.

I Understand that the above information may be provided to outside entities for the purposes described above.

I Decline (I understand my student's information will not be included in publications such as graduation programs, extracurricular programs, honor rolls, or with providers such as photographers, ring manufacturers, etc...) This opt out needs to be done within five days of the beginning of the school year, or at the date of first enrollment. Checking this box after that timeframe does not guarantee the restriction of Directory Information during that school year.

**School and District Web/Social Media Release**  
Student information is sometimes requested by external media (newspaper, TV, radio, and so forth). Schools also use social media and the internet to publish student accomplishments and highlight student achievement. As such, Alpine School District requires parental/guardian permission in order for this information to be released or shared. Media release information includes Directory Information and also the following additional information:

- Student work or projects
- Student comments
- Student ideas
- Video of students

I Agree (The school or district may publish—in electronic format—my child's projects, photo/video, comments, and name. I understand that this information will be available on the Internet (please note that this does not replace the district's Acceptable Use Policy or imply permission to use Internet services).)

I Decline (The school or district may not publish my child's projects, photos/video, comments, name to the media or to the internet.)

*This form will be kept in Skylert and may be viewed in the student's profile.*

10. Complete Student Information Update

Previous Step Next Step

Close and Finish Later

10. Complete Student Information Update

11. School Fees

12. School Lunch Payment (optional)

13. School Website (optional)

14. Complete Student Information Update

15. Internet and Computer Use  
Completed 07/18/2017 3:26pm

16. Student Personal Information Release

17. Emergency Contacts

18. Family Information

19. Family Address

20. Verify Ethnicity/Race  
Completed 07/18/2017 3:21pm

21. School Discipline Policy  
Completed 07/18/2017 3:22pm

22. Verify/Update Skylert Information

23. Internet and Computer Use  
Completed 07/18/2017 3:26pm

**Complete** The remaining steps of the Student Information Update.