

Piper Acceptable Use Policy

Students and employees of the Piper School District are provided access to computers, peripherals, software, and networking services. The uses of these technology services are a privilege, not a right, and are to be used for the purpose of completing school-related or job-related duties only. See **Section A, Acceptable Use Policy (AUP)** for details.

Students in grades K-12 will be issued a device that they will use while enrolled in the Piper School District. Students in grades 6-12 will be allowed to take their issued devices home to complete assignments and do research. Students are expected to bring their devices in to school each day fully charged and ready to be used in class. Please see the Student Device Handbook for more information.

Students in grades K-12 only will be issued a Google account. Along with email (grades 6-12 only), these students will receive 10Gb of file storage within Google Drive, access to Google Docs, Groups, Calendars and other apps as approved by administrators and the Technology Department. This Google account will be used to log in to Chromebooks, Canvas LMS, Classlink, and other solutions as prescribed by the district.

This AUP must be signed by all parents and employees at the start of each school year.

The signatures below verify the parent and student, or employee understanding and acceptance of policies, procedures and liability. Student printed name is required for parents filling out this form.

Parent/Employee Signature: _____

Print Name: _____ Date: _____

Student Signature: _____
(signature not required for students in Grades PreK - 5)

Print Student Name: _____ Grade: _____

Please sign and return this page to your child's building,
or to the District Office if you are an employee.
Please retain the remainder of this document for your records.

3130 N. 122nd St., Suite A
Kansas City, KS 66109
(913) 721-2088

Piper Acceptable Use Policy

Section A: Acceptable Use Policy (All Staff & Students)

Students and employees must adhere to the following rules and regulations concerning the usage of provided technology services. Any deviation from or violation of these rules, or at the discretion of an administrator and/or the Technology Department, may result in disciplinary actions including but not limited to:

- Deactivation of user account and all related services for a time to be determined by an administrator or the Technology Department.
- Restricted access to District provided technology hardware or networking services.
- Suspension, expulsion or termination.
- Fees and charges to cover the cost of replacement or repair of damaged hardware
- Fees and charges to cover the cost of labor needed to repair damage to systems and networks

Any person responsible for damage to any part of the district's networking system, district owned hardware or software shall be required to reimburse the district for the reasonable cost of repair or replacement which is the result in whole or in part of the willful destruction of property.

Any person responsible with assigned technology that is lost, stolen, or unreturned upon exit shall be required to reimburse the district for the Fair Market Value of the lost, stolen, or unreturned technology.

All forms of electronic communications will be monitored by the district to ensure that systems are being used only for authorized purposes. Illegal activities will be reported to the appropriate authorities. Students and employees of the Piper School District shall have no expectation of privacy for information that is generated, placed in memory, or stored on a district computer, storage device, or network. Students and employees waive any right to privacy in communications, and consent to the access and disclosure of email messages and files.

Students and employees shall use passwords, coding, encryption, and other security devices as assigned by a teacher, an administrator or the Technology Department. Employees shall secure files containing confidential student or employee information. The method for securing such files shall be determined by the Technology Department in consultation with the superintendent.

District personnel will maintain the right to monitor administration of online assessments, data and communications.

Home computers, smart phones, tablets or other devices are to be connected ONLY to the 'guest' or 'enhanced guest' wireless networks. No personal device is to be connected to the wired network without the approval of the Technology Department.

Technology services may have the following restrictions applied to them:

- Filtered to comply with CIPA regulations.
- Limited/No access to streaming services.
- Limited/No access to social services (blogs, social networking, etc.).
- Filtered and/or safe search enabled for all search engines.

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Piper Acceptable Use Policy

Section A: Acceptable Use Policy (All Staff & Students)

Rules and Regulations pertaining to Piper USD 203 Technology services:

Users may NOT:

1. Write or send abusive, obscene or hate messages or materials to others.
2. Swear, use vulgarities or inappropriate language in messages or materials.
3. Reveal their personal address, phone numbers or email addresses, or those of other students or colleagues.
4. Share or reveal confidential information, including network and computer authentication information.
5. Falsify his/her identity.
6. Use or transmit any material in violation of state or federal laws. This includes, but is not limited to, copyrighted materials, threatening, obscene or derogatory materials, or material protected by trade regulations.
7. Place unlawful or damaging information, programs, or other data on any computer or network system.
8. Use any district computer or network in a way that would disrupt the use of the computer or network system.
9. Use a district computer, network or electronic storage device to store, send or receive messages or materials which are discriminatory, inflammatory, or illegal.
10. Use a district computer, network or electronic storage devices to store, send or receive messages which are pornographic or inappropriate.
11. Use district technology or services for personal profit, commercial purposes, or political purposes.
12. Use or abuse a district computer, network, or electronic storage device in a way that would cause:
 - a. Physical damage to hardware, device or peripheral
 - b. Partial or complete erasure of programs or data
 - c. Malfunction or loss of use of equipment, computer, or networking services
13. Download or install any software, shareware or freeware, or subscribe to listservs, discussion groups, etc. without the permission of the system administrator.
14. Log in to, or access by other means, another student's user account, network share, or online storage.

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Section B: Google Account (All Staff & Gr. K-12 only)

Users must adhere to the following rules and regulations concerning the usage of their district-issued Google account and related services. Any deviation from or violation of these rules, or at the discretion of an administrator or the Technology Department, will result in disciplinary actions which may include restricted access to certain apps and services for a time to be determined by an administrator or the Technology Department. Repeated offenses will result in a permanent removal of email and related services from the student, regardless of assignments, classroom or curriculum requirements.

Email services are provided as a privilege to assist students in grades 6-12 with classroom and homework assignments, college and career prep, and the learning of proper online community etiquette. This privilege can be revoked at any time and for any reason by an administrator or the Technology Department.

Upon exiting the district by graduation or otherwise, the student's Google account will be disabled and no longer accessible, and may be deleted at any time. The District may choose to retain disabled accounts for any length of time, however no guarantee is made that files or messages will be accessible to a student after their account has been disabled or deleted. Students are encouraged to use Google Takeout to transfer their files and messages they wish to retain to a personal Gmail account before they exit the District.

Piper USD 203 shall not be held responsible for any actions and activities of the user that:

- Violate local, state or federal laws.
- Are offensive, demeaning, obscene, pornographic or hate filled.

The user alone is solely responsible for any and all actions he/she makes while utilizing their district-issued Google account and related services.

Restrictions may be applied at any time to these services including:

- Removal of access to certain apps and services.
- Password complexity requirements.
- The institution of 2-stage authentication, which may require a user to have access to a cellphone texting service.
- Limitation of total Google Drive storage.

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Piper Acceptable Use Policy

Section C: Email Services (All Staff & Gr. 6-12 only)

Rules and Regulations pertaining to Email Services:

1. User may not send or store abusive, obscene or hate messages or files.
2. User may not swear, use vulgarities or inappropriate language in messages or files.
3. User may not send or store messages or files of a pornographic nature.
4. User may not use email or other communication services for personal profit, commercial purposes, or political purposes.
5. User may not use email or other communication services to spread spam or otherwise unsafe messages to others.
6. User will use good judgment regarding spam and potentially unsafe email, using the policy of “If you’re not sure, delete it.”
7. Students may not use provided services to share or distribute homework files to each other for the purpose of copying or cheating.
8. User may not use provided services to pirate software or music.
9. User may not store or share software or music, regardless of ownership or licensing permissions.
10. User may not use email or other communication services to set up accounts for social media websites including but not limited to: Facebook, Twitter, Pinterest, Snapchat, Kik or Instagram
11. User may not use provided services for illegal purposes which violate local, state or federal laws.
12. Students will adhere to teacher, counselor, administrator or Technology Department instructions at all times while utilizing provided services.
13. User may be required to delete any email or file from their account at any time by an administrator or the Technology Department.
14. District provided services may be accessed by an administrator or the Technology Department at any time and for any reason.
15. Students will exercise proper Internet etiquette and not abuse spam reporting to hide messages from their teachers.