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. Damage to a student issued device will be assessed and any charges to be issued will follow the guidelines as outlined in the 1:1 Student Device Handbook and Agreement.

Any person with assigned technology that is lost, stolen, or unreturned upon exit shall be required to reimburse the district for the full replacement cost of the lost, stolen, or unreturned technology.

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

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.

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. Send or distribute abusive, obscene, threatening, or hate-based messages or materials.
2. Use vulgar, profane, or otherwise inappropriate language in any electronic communication or content.
3. Disclose personal information, including but not limited to home addresses, phone numbers, or personal email addresses—either their own or that of other students, staff, or community members.
4. Share or reveal confidential information, including passwords, authentication credentials, or other private network access information.
5. Falsify their identity or impersonate others in electronic communications.
6. Use or transmit materials that violate federal or state law, including but not limited to:
    - Copyrighted content (without appropriate permission)
    - Obscene or defamatory material
    - Threats or harassing communication
    - Content protected by trade secrets or other proprietary laws
7. Upload, install, or transmit any software or files that could harm or disrupt the district's technology systems, including viruses, malware, or unauthorized programs.
8. Interfere with, disrupt, or impair the operation of any district computer, network, or service.
9. Store, send, or receive discriminatory, inflammatory, defamatory, or illegal messages or materials using district resources.
10. Access, store, or transmit pornographic, sexually explicit, or otherwise inappropriate content.
11. Use district technology for personal financial gain, commercial activities, or political advocacy.
12. Physically damage, alter, or misuse district-owned hardware or software, including:
    - Causing intentional damage to devices, peripherals, or network equipment
    - Deleting or corrupting data or applications
    - Engaging in activities that lead to equipment malfunction or service outage
13. Download or install any software, browser extensions, shareware, or freeware, or subscribe to external discussion groups or services without explicit permission from a system administrator.
14. Access or attempt to access another user’s account, network drive, or online storage area without authorization.
15. Bypass or attempt to bypass web filters, firewalls, or other district security controls, including the use of VPNs or proxy sites.
16. Use technology to cheat, plagiarize, or otherwise violate academic integrity policies.
17. Record, photograph, or livestream other individuals without their knowledge and consent, especially in classrooms or during school activities.
18. Connect unauthorized personal devices to the district network, including mobile hotspots or non-approved laptops/tablets.
19. Access social media, streaming, or gaming platforms not directly related to instructional use, unless approved by a teacher or administrator.

Piper Acceptable Use Policy

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

Students and employees 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 to students 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 via retirement, resignation, graduation, withdrawal or otherwise, the user'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 or employee after their account has been disabled or deleted. Students and employees 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.

Students are not permitted to use their district Google account to sign up for any social media services. Doing so can result in the loss of access to the district Google account.

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- factor authentication, which may require a user to have access to a cellphone texting service.
- Limitation of total Google Drive storage.

Piper Acceptable Use Policy

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

Rules and Regulations pertaining to Email Services:

Users may NOT:

1. Send, store, or forward abusive, obscene, harassing, or hate-based messages or files.
2. Use vulgar, profane, or otherwise inappropriate language in email communications or attached files.
3. Send, receive, store, or distribute pornographic, sexually explicit, or otherwise inappropriate content.
4. Use district-provided email or communication services for personal profit, commercial gain, or political campaigning.
5. Send unsolicited messages (spam), chain letters, or other disruptive or unsafe content to individuals or groups.
6. Distribute or respond to phishing, scam, or suspicious emails. Users should follow the guideline: "When in doubt, delete without opening."
7. Use email or messaging services to engage in academic dishonesty, including the sharing of homework or assignment files for copying or cheating.
8. Use district email accounts to sign up for or manage accounts on unauthorized websites, including social media platforms such as (but not limited to): Facebook, Twitter/X, Pinterest, Snapchat, Kik, WhatsApp, or Instagram.
9. Use email or communication tools to share or distribute pirated software, music, or media files.
10. Store, send, or share music, video, or software files, even if legally owned, unless explicitly required for instructional use and approved by district staff.
11. Use communication services for any activity that violates local, state, or federal laws.
12. Bypass or attempt to bypass content filters or security systems using email-based services or third-party platforms.
13. Misuse spam-reporting tools to block or hide communications from teachers, staff, or other authorized individuals.
14. Ignore instructions given by teachers, counselors, administrators, or Technology Department staff regarding proper use of email and communication services.
15. Refuse to delete email messages or files when directed by a school administrator or the Technology Department.
16. Expect complete privacy. District-provided accounts may be monitored or accessed by authorized staff at any time, with or without notice.

Piper Acceptable Use Policy

Section D: Cell Phone Policy (All Students)

Elementary & Middle Schools

The Piper School District is committed to providing highly effective learning spaces across the district. **During the school day**, the use of cell phones, Bluetooth/wireless earbuds/earphones, and any other electronic devices not provided by the district are strictly forbidden and must be turned off and stored away. Medical exemptions may be applied. Students are solely responsible for the care and security of their personal electronic devices. The school assumes no liability for lost, stolen, or damaged items. Initial violations will fall under the District Student Code of Conduct as a Class II offense. Subsequent violations will result in progressive disciplinary action.

High School

The Piper School District is committed to providing highly effective learning spaces across the district. **During class periods**, the use of cell phones, Bluetooth/wireless earbuds/earphones, and any other electronic devices not provided by the district are strictly forbidden and must be turned off and stored away. Medical exemptions may be applied. Students are solely responsible for the care and security of their personal electronic devices. The school assumes no liability for lost, stolen, or damaged items. Initial violations will fall under the District Student Code of Conduct as a Class II offense. Subsequent violations will result in progressive disciplinary action.

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 MacBooks, iPads, 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 names are 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: _____

Return only the signature page to your child's building or to the District Office HR Director if you are an employee.
Please retain this document for your records.

3130 N. 122ND St., Suite A
Kansas City, KS 66109