

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 6-12 only may choose to bring a single computing device to school for use in class. This could be a PC notebook, a MacBook, an iPad or other tablet, or a smartphone. This single device may only be joined to the district wireless network named "Piper-BYOD". Students/parents may opt-out of this privileged service for any reason. See **Section B, Bring Your Own Device** for details on this program.

Students in grades 6-12 only will be issued email addresses hosted with Google. Along with email, these students will receive unlimited file storage, access to Google Docs, Groups, Calendars and other apps as approved by administrators and the Technology Department. Students/parents may opt-out of this privileged service for any reason. See **Section C, Student Email** for details on this program.

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: _____

Opt-Out of **Section B, Bring Your Own Device:** _____
(parent signature required only if opting out)

Opt-Out of **Section C, Student Email:** _____
(parent signature required only if opting out)

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 (AUP)

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.

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.

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 not to be connected to the district network, either wirelessly or via hardline, without both agreeing to **Section B, Bring Your Own Device (BYOD)** of this AUP and the approval of the Technology Department.

Technology services may have the following restrictions applied to them:

- Filtered to comply with CIPA regulations.
- Bandwidth capped on a per-connection basis.
- Limited access to streaming services.
- Limited 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 (AUP) (cont.)

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.

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Section B: Bring Your Own Device (Gr. 6-12 only)

Students may use their connected device providing they adhere to the below list of rules and regulations. Any deviation from or violation of these rules, or at the discretion of the teacher, counselor, building administrator or the Technology Department, will result in an immediate removal of all devices owned by the student for a period of time to be determined by the teacher, counselor, building administrator or the Technology Department. Repeated offenses will result in a permanent ban on the student, preventing them from utilizing any BYOD services regardless of assignments, classroom or curriculum requirements.

All student devices must adhere to the following minimum standards to be authorized for connection to the district BYOD network. Devices that do not meet these minimum specs and standards will not be permitted to join the BYOD network.

Piper USD 203 shall not be held responsible for any loss, damage or theft of student owned devices. The student alone is solely responsible for his/her device(s). The Technology Department will not provide hardware or software technology support beyond the initial connection of the device to the BYOD network. Piper USD 203 will not provide productivity software to students for use in the classroom, nor provide installation support for any software required by a teacher for a classroom assignment.

Student Device Minimum Standards for BYOD Services:

- IEEE 802.11 A / B / G / N
- WPA2 authentication using AES encryption
- Up-to-date Antivirus and Antimalware software
- Minimum Operating System versions:
 - Windows 7 w/ SP1
 - Mac OS X 10.9 (Mavericks)
 - iOS 9
 - Android 7 (Nougat)
- Minimum web browser versions:
 - IE 11
 - Firefox 55
 - Chrome 59

The Piper-BYOD wireless network may have the following restrictions applied to it:

- Filtered to comply with CIPA regulations
- Bandwidth capped on a per-connection basis
- Limited access to streaming websites
- Limited access to social services (blogs, social networking, etc.)
- Filtered and/or safe search enabled for all search engines
- No access to any internal network resources (server shares, printers, etc.)
- No technology support of any kind beyond initial connection to the wireless network

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Piper Acceptable Use Policy

Section B: Bring Your Own Device (Gr. 6-12 only) (cont)

Rules and Regulations pertaining to Piper USD 203 BYOD services:

- 1) BYOD access is a privilege, not a right, and may be revoked at any time without immediate notification and regardless of assignment, classroom or curriculum requirements.
- 2) Student must have a signed AUP on file, agrees to abide by the rules and regulations defined within the AUP, and fully understands that there is no reasonable expectation of privacy in your use of the district network and/or district devices.
- 3) Any violation of the AUP will result in the loss of BYOD privileges in addition to any lost privileges related to the AUP (network storage, access to district-owned devices, etc.).
- 4) Any violation of this BYOD agreement may also result in the loss of other privileged services related to the AUP (network storage, access to district-owned devices, etc.).
- 5) Student must have a curricular need for bringing in a device.
- 6) Student will respect the privacy of other students and teachers when using personal devices.
- 7) Student will NOT capture nor share audio or video recordings without the direct permission from a teacher or administrator.
- 8) Student devices are not to cause any disruption to the class, teachers or other students. Loud noises, ringing, music, etc. are not to be played at a volume that would cause disruption in the classroom. Offending students may have their BYOD privileges revoked for a period of time.
- 9) Student will maintain a current anti-virus and anti-malware software program on their notebook devices. Any personal device found to be infected or otherwise containing malicious software will be forcibly removed from the network without immediate notification and will no longer be allowed access until such a time as a member of the Technology Department has deemed the device to be current on its security programs and there is no longer any malicious software installed.
- 10) A teacher, counselor, building administrator or the Technology Department may, at any time, request and enforce that your device be powered off and/or put away.
- 11) Student will not use his/her device in a manner that violates state or federal laws.

Piper Acceptable Use Policy

Section C: Student Email (Gr. 6-12 only)

Students must adhere to the following rules and regulations concerning the usage of email 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 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.

If a parent or student elects to opt-out of this section, no email services will be provided, regardless of classroom or curriculum requirements. The student will need to work with the teacher to find alternative solutions.

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

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

The student alone is solely responsible for any and all actions he/she makes while utilizing district email and related services.

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

- Access removal of certain apps and services.
- The institution of 2-stage authentication, which may require a student to have access to a cellphone texting service.

Piper Acceptable Use Policy

Section C: Student Email (Gr. 6-12 only) (cont.)

Rules and Regulations pertaining to Student Email Services:

1. Students may not send or store abusive, obscene or hate messages or files.
2. Students may not swear, use vulgarities or inappropriate language in messages or files.
3. Students may not send or store messages or files of a pornographic nature.
4. Students may not use email or other communication services for personal profit, commercial purposes, or political purposes.
5. Students may not use email or other communication services to spread spam or otherwise unsafe messages to others.
6. Students 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. Students may not use provided services to pirate software or music.
9. Students may not store or share software or music, regardless of ownership or licensing permissions.
10. Students 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. Students 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. Students may be required to delete any email or file from their account at any time by a teacher, counselor, administrator or the Technology Department.
14. Student provided services may be accessed by an administrator or the Technology Department at any time and for any reason.