

# LPS District Acceptable Use Policy

Lisbon Public Schools offers Internet access for educational purpose to all students and staff, grades K-12. This acceptable use policy ensures that use of these resources by all users is done in an appropriate manner. Use of any technological services and devices of Lisbon Public Schools is a privilege and not a right. All users are obligated to respect and protect the rights of every other user and act in a responsible, ethical, and legal manner and according to the rules and guidelines set forth in the student handbook.

## Acceptable Use

1. Student and staff accounts and affiliated services may be used for K-12 education related purposes only.
2. Logins and passwords are provided for the individual's use while they are enrolled and/or affiliated with Lisbon Public Schools.
3. Under no conditions shall any user provide another person with access to or use of their account. Similarly, users shall not examine, change, or use any account but their own. No user may represent themselves as another individual or entity in electronic communication.
4. Under no circumstances may a user use the Lisbon Public School's services to send or post material that is intended to threaten, harass, annoy, or alarm another person without legitimate purpose, including chain mail.
5. Users shall not deliberately attempt to degrade system performance or capability. Knowledge of system or special passwords does not convey permission or privilege to use such passwords. No account shall be used to damage a system or file or remove information without authorization.
6. Lisbon Public School's services and property may be used for lawful purposes only. Transmission, distribution, or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.
7. Users may not use school services for political lobbying purposes, for gaining business contacts, or for personal or private profit.
8. Users should expect limited privacy in the contents of their personal files and communications. If routine maintenance and monitoring leads to the discovery that a user has violated this acceptable use policy, the student handbook, or the law, a search will be conducted of the user's files. This search will be reasonable and related to the suspected violation. Lisbon Public Schools will cooperate with external networks and authorities in the resolution of an investigation within the restrictions of federal and state law and the Family Educational Right to Privacy Act (FERPA). A parent may request to see the contents of email and individual server files of their minor child at any time.

**Failure to abide by this policy may result in the loss of privileges as well as further disciplinary and/or legal action. If account access is denied for disciplinary reasons, users forfeit all information in the account.**

### **Notice of Picture Publication**

Student pictures and identifying name may be printed in the school publications, such as, but not limited to: yearbooks, Facebook, Twitter, Instagram, school publicity releases, program brochures, and given to the news media on the occasions that warrant such use. However, a student, or the student's parent may request that his picture not be published in news media or in school publications. This request must be made in writing to the student's principal. This release does not cover pictures taken by the news media at school events.

### **Limitation of Liability**

Lisbon Public Schools makes no guarantee that the functions or the services provided by or through the District server will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.