

I have read and agree to abide by the terms outlined below and in the *Terms of Use* document linked from <https://secure.k12planet.com/#>.

Name _____

PLEASE PRINT

Signature _____

Student name(s) _____

Covington High School – K12 Planet Acceptable Use Policy

Policies and Guidelines for All Members of the Covington High School Community

Covington High School provides a data and communications network to facilitate communication within the school community and between that community and the global community.

Ready access to information resources inside and outside the school provides academic support and promotes innovation. Resource sharing and communication both within the school and also with other educational institutions broadens and enriches the learning environment for students and staff.

The Internet

Millions of computers worldwide are connected via the Internet. Every person using these connected computers can communicate and share information. Over the past 20 years, the Internet has become a common repository for text-based data, audio, still images and video.

The World Wide Web, a tool for finding information on the Internet, has made use of the Internet easier. The Web has also made the Internet a new medium for publishing. Anyone with a computer, the appropriate software, and access to the Web can publish any information for worldwide consumption.

Guidelines for Using Covington High School's Network and the Internet

Covington High School's network is provided for the benefit of students and staff for academic purposes. The following guidelines have been established so that it can be used freely, safely, and efficiently.

Sharing Network Resources

The same respect for each other and responsibility for the consequences of one's actions apply on Covington High School's network as anywhere else in the school. Like any other school resources, computer resources are shared, so priority should always be given to school assignments; and arrangements for sharing time on equipment should be negotiated fairly.

Do not interfere with other people's work. Do not waste shared resources. Do not use language that is not appropriate in the school community.

Because school computers interact with Covington High School's network in invisible but carefully designed ways, it is possible to make destructive changes without realizing it. No alterations should be made to the hard drives of any school computers: don't change settings, add or delete programs; and don't run programs from disks without permission of the school system administrator. It is improper and illegal to copy programs, to tamper with hardware, to alter files, or to enter certain areas of Covington High School's network without authorization. Covington High School's network both within and beyond the school, is a rich forum for debate. Its value lies in the meeting of many different minds. Harsh disagreement and personal attacks are not an acceptable use of Covington High School's network at any time.

Passwords

Respect the confidentiality of passwords. Do not attempt to log on as anyone else. Don't share your password with anyone, or ask for anyone else's password. Change your password when you think someone else may know it, and notify the school system administrator if you suspect passwords are being abused.

Email

The same rules of civility for speaking or writing apply to email. Language inappropriate in the school community is not permitted on Covington High School's network. Before you send an email message, read it over to be sure it communicates the content and tone you want the receiver to read. Don't send unnecessary email that wastes the receiver's time, and don't use up paper printing out your messages unless you need them for a class assignment.

Privacy

Privacy is valued and respected in the Covington High School community. However, Covington High School's network storage areas are like school lockers in that the school has the right to examine the contents of the file server and any email to maintain system integrity and ensure responsible use of the system.

In order to foster independent thought, creativity, and intellectual development, the school will only examine files when there is reason to suspect any activity or material that violates the school's code of conduct or the law. This includes criminal activity, material that is obscene, material that is violent or actively encourages violent behavior, plagiarism or violation of intellectual rights or copyright laws, activity that endangers, demeans, threatens, or libels a person or persons, and material that denigrates people based on gender, race, ethnicity, disability, religious beliefs, or sexual identity.

Copyright and Plagiarism

Responsible users of information always acknowledge their sources, both in formal and informal communications. Use information from the Internet in the same way you use information from any other public, published source: tell users where the information came from to show that it's reliable.

Email messages are private, and may not be quoted or sent on to anyone else without the permission of the original sender. Using someone else's words or ideas as if they are your own is never acceptable and can be illegal.

Internet Access

Covington High School provides access to the resources on Covington High School's network and on the Internet. When used wisely these resources can enrich and transform learning experiences.

Freedom of access to the wealth of resources available on the Internet outweighs the risks of accessing material that is questionable or offensive. Each user of the Internet must recognize his or her responsibility in accepting this freedom of access.

Safety

Parents, students, staff, and administration should be aware that: Covington High School has no control over the content of the information residing on other computers connected with the Internet, or control over the identity of individuals having access to the Internet. Parents, students, and the adult community are therefore advised that connected computers contain material that is illegal, defamatory, obscene, profane, inaccurate, abusive or threatening, racial or ethnically offensive, or otherwise objectionable.

The administration and staff of Covington High School do not condone or permit the use or viewing of such material, and persons are prohibited from bringing such material into the school environment.

Student and Parent/Guardian Responsibilities

All students using Covington High School's network or accessing the Internet through Covington High School's network must indicate that they and their parent or guardian understand the responsibilities of exercising this access, and that the failure to follow them may result in loss of their network privileges and possible further disciplinary action.