

CONDUCT CONTRACT

1. All students must attend the first and last day of their assigned Summer School class. Any student not in attendance on the first day will be dropped in favor of a student on the waiting list. Any student not in attendance on the last day of each semester will not pass the class or receive credit.
2. There are no excused absences in Summer School. When enrolled in a full year, 5-week course, students are not allowed more than three (3) days of absence and no more than two (2) days may be in any one semester. For semester classes students are not allowed more than one and a half days (1.5) of absence in each 2-week semester. Students who exceed these absences will be dropped from the class.
3. Two tardies constitute one half-day absence. If a student is not in their seat when the bell rings, the student will be considered tardy. It is possible to receive more than one tardy per day (at the beginning of school and/or after breaks). If a student is more than fifteen (15) minutes late to class, the student will be considered absent one half-day.
4. LCHS school rules apply at all times during Summer School hours. Students are subject to all school rules both going to and coming from Summer School.
5. All textbooks must be returned prior to dropping a class or at the completion of the class. The student/parent will be responsible for damages to textbooks or lost books. Transcripts will not be provided until book fees are cleared.
6. Students using or in possession, or in a group of students using or in possession of, tobacco, drugs or alcohol will immediately be dropped from Summer School and will be subject to any legal action by the appropriate authorities. No refund will be given.
7. Students and parents must follow all instructions from school staff, including traffic guidelines. Parking on LCHS campus is at the owner's and/or driver's own risk.
8. If a student is asked to leave class for any disciplinary action, this will result in an absence and may result in the student being dropped from Summer School.
9. Cheating may result in the student being dropped from Summer School with a withdraw/fail. The Summer School committee and Principal are the final arbiters of this decision with input from the classroom teacher.
10. Students are expected to dress appropriately for school at all times.
11. Students are not allowed to leave the supervised area of campus during Summer School.
12. All final exams will be taken on the last day of each semester. No early finals will be approved.
13. Students shall have electronic signaling devices (cell phones, I Pads, pagers, etc.) turned off at all times during school hours except for the 20-minute mid-morning break period.

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

I. Personal Responsibility and Safety. I know that school computers and internet communication tools must be used properly and with respect.

I understand that using the school's computers and accessing the internet is a privilege that is earned.

I understand that all the rules described in my school's discipline policy and this Technology Use Agreement apply when I am using computers at school and whenever I'm using the school's web portal for social media activities, even from home or other non-school locations.

I will immediately stop and tell the teacher if anything happens on the computer or on the internet that does not seem right or makes me feel uncomfortable (inappropriate, offensive, illegal, any act of bullying, or action that violates the Technology Use Agreement).

If I find something that is not appropriate on the Internet, I will leave it right away and notify the teacher especially if I reached the inappropriate material in the course of completing an assignment.

I will not show other students inappropriate content. (This could be worse than finding the content)

I will report any misuse of the computer or the network to a teacher or principal.

I will take care of the computer and all technology equipment as if it belonged to me.

I understand that the district keeps a record of everything that is done on or through its computers and that things done on the internet can be traced back to the person who did it.

II. Inappropriate Uses. I understand that school computers should be used for learning, not for playing games, harassing, bullying, or vandalism. Inappropriate use may lead to loss of privileges and prosecution.

I will only use school computers for classroom work assigned by the teacher.

I will not use school computers for playing games or socializing apart from an assigned activity.

I will not participate in chat rooms (or instant messaging) while I am at school, unless specifically directed to by my teacher for a particular assignment.

I will not damage the computer nor load any viruses, spyware, or other malware onto the computer or network. I understand this would be considered a form of vandalism.

I will not alter the way the computer desktop looks or how it works.(control panels, network settings)

I will not attempt to bypass security measures on the computer or the district network.

I will not download any software from the internet unless specifically directed to as part of a lesson.

I will not install any software on the school computer or the network.

I will not buy, sell, nor advertise anything using the school computer and network.

I will not log into the computer or network with someone else's username and password.

I will not seek out nor share pornography or other obscene material. (this may be prosecuted)

I understand that improper use of school computers, the Internet, and My Big Campus could break the law and/or school rules resulting in discipline which could include suspension from school.

III. Digital Citizenship. I will treat people with dignity and respect when using the computer and accessing the Internet.

I will not threaten, insult, gossip, tease, or treat others with cruelty while I am on line or using a computer. I understand this type of behavior is a form of bullying and will not be tolerated and will be punished and result in the loss of privileges.

I will respect other students' work on the computer. I will not copy, change, or remove another student's work from the computer, the school network, the Internet or My Big Campus.

I will tell a teacher or administrator whenever I encounter anything on the internet (including My Big Campus) that I think may be inappropriate or a violation of school policies. I will do this in person or by "flagging" the questionable material in My Big Campus, which will immediately remove the questionable post and notify the teacher.

I will not use email or messaging tools nor post and comment on blogs unless it is a specific part of an assignment and with the teacher's permission.

I will not copy information and use it as if it were my own ideas without giving credit to the information's author and source. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.

IV. Online Behavior: I will follow these guidelines when using My Big Campus and the Internet:

I understand that things I post on My Big Campus may be seen by everyone at school and at home, and things that are posted on the Internet can be seen by everyone in the world.

I will not share personal information (either my own nor another student's) including: references to where I live, details about family or friends (including names), my age, birthday, home address, or telephone number, on My Big Campus or on the Internet.

I understand that once information has been posted on-line, or in a blog, it cannot be completely taken back. Even if a post is deleted, there could be older versions that were automatically saved that can be viewed, copied and disseminated.

I will consider whom I am communicating with and think about how they might interpret my words.

I will give constructive criticism and comments in order to help people and not to make them feel bad.

I will use respectful and appropriate language without swearing, name calling, or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs (These are actions that could be considered harassment or bullying).

I understand that authorities (including the district, law enforcement, police, FBI, Secret Service, etc.) have ways of tracking things that are posted on the Internet back to the computer or person that posted it even if the person never uses their own name or leaves any personal information. I understand that anything I post on the Internet could eventually be linked to me.

I will only post information that I can verify is true and I will not spread gossip about other students.

I will not use "chat" or "text" lingo when posting or commenting on a school blog, but I will use proper spelling and grammar. (For example, the following are not allowed: "2" instead of "to", "lol" instead of "laughing out loud", "l8r" instead of "later", "brb" instead of "be right back", etc.)

I will not use excessive punctuation (For example: "!!!!!!") nor all capital letters (which implies shouting). I will use words to convey meaning instead of relying on punctuation and capitalization.

I will make sure my comments and discussion responses are related to the purpose of the original post and directed toward the author. I will not use classroom online discussions or blogs for personal or social conversations unrelated to the assignment.

I will not impersonate others nor try to trick people into thinking what I wrote was done by someone else. I understand that this could be a form of bullying and harassment.

I will not use on line forums or technology resources to cheat on tests or assignments.

I will ask my teacher for clarification whenever I am in doubt about any of the rules or guidelines.

I understand that I may face a range of discipline up to and including suspension from school and prosecution if I do not follow the guidelines listed above. I understand that My Big Campus is an extension of our school learning environment and therefore, all school rules and expectations apply.

V. Service Expectations. I understand that although La Cañada Unified School District has put security measures in place, it can not guarantee that every bad website or inappropriate content will be blocked from student access. I also understand that the district does not guarantee that all students will have access to computers, the internet, or files stored on its servers 100% of the time. I will always be prepared for the possibility that computers or access to the network may not function on any given day, and that files on the district's servers may become corrupted or lost. I will be responsible for backing up my own files on my own media, as the district does store backups of the student files on its servers.

VI. Privileges. I understand that using the computer network is a privilege I must earn and maintain by my responsible use. If I don't use the computer properly or treat others respectfully on-line, I will lose that privilege and face disciplinary actions and my parents will be notified.

Student Signature _____

Print Name: _____

Dated: _____