



光華實驗中文學校
North Valley Chinese School
成人班學生守則

Student Rules for Adult CSL Program

North Valley Chinese School is a non-profit organization providing Chinese culture and Mandarin language education to the community. To have positive and effective teaching and learning environment for everyone, we ask that all students review the following rules and sign and return the bottom portion to the school.

General Rules:

1. Join the online classroom by 9:40 am.
2. Notify your teacher ahead of time if you need to miss a class.
3. Students should respect teachers and other students by not abusing the public audio and message channels.

Online Classes Addendum:

4. The network and or online services shall be used only for purposes related to the North Valley Chinese School-approved curriculum and communication. Commercial, political, and/or personal use of the School's network resources is strictly prohibited. The School reserves the right to monitor any online communications and network use.
5. The students shall not use the network to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or School policy.
6. The students shall not transmit or access material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
7. Users may download copyrighted material for their use but only per copyright laws.
8. Vandalism and or theft of School property (including but not limited to electronic files and technology) will result in the cancellation of user privileges and/or privileges and/or disciplinary action. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy, steal, or alter School equipment or materials or the data of any other user. It includes attempting to access other's accounts or using another's account credentials.
9. The use of Internet resources shall be for educational purposes only.
10. Students take responsibility to save their work. The School is not responsible for students' electronic files.
11. No portion of the School's technological resources may be used for any form of cyberbullying or identity theft. Any use of social networks, even outside of School, that affect School operations, health, and safety is subject to investigation and disciplinary action.
12. A student shall report any security problem or misuse of the network to the teacher or principal. It is each student's responsibility to protect one's identity and not share personal information including, but not limited to, name, student ID number, social security number, address, telephone number, grades, test scores, passwords, and parent/guardian information.
13. Students are expected to abide by the generally accepted rules of network etiquette (Netiquette) which include, but are not limited to the following:
 - a. Be polite. Be brief. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c. Illegal activities are strictly prohibited.
 - d. Do not reveal your personal information or any information on students, teachers, or administrators.

- e. Note that neither web access nor electronic mail (e-mail) is private. Employees who oversee the system have access to all data traffic including e-mail. Messages and other transmissions relating to or in support of illegal activities may be reported to the authorities.
 - f. Do not use the network in such a way that you would disrupt the use of the network by other users.
14. Students agree to use School resources for email communication with staff and teachers.
15. Parent/guardian shall indemnify the School from all lawsuits stemming from a student's improper or illegal activity while using the School's technological resources including, but not limited to, computers, printers, fax machines, local area networks and/or wide area network, and the Internet.

Online Resources

North Valley Chinese School provides students and staff resources that are available online as a tool to make doing their work easier. Some of these resources use components that are online such as Zoom among other online resources. Read a description of Zoom at <https://support.zoom.us/hc/en-us/articles/206175806>. Read Zoom's Privacy Notice for Education <https://zoom.us/docs/en-us/childrens-privacy.html>.

North Valley Chinese School Online Classes Photo/Video Privacy Disclaimer:

To ensure the privacy of individuals and students, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.

A person and/or student attending online classes who do not wish to have their image recorded for learning distribution should make their wishes known to the teacher, and/or the event organizers.

By participating in the North Valley Chinese School online classes or by failing to notify North Valley Chinese School, in writing, your desire to not have your photograph or video recording used by North Valley Chinese School, you are agreeing to release, defend, hold harmless and indemnify North Valley Chinese School from all claims involving the use of your picture/video or likeness.

Any person or organization not affiliated with North Valley Chinese School may not use, copy, alter or modify North Valley Chinese School photographs, graphics, online video recordings without the advance written permission of an authorized designee from North Valley Chinese School.

Sign and turn in the bottom portion to School

By signing and returning the form, the student has read and understood the rules stated in this document and agree to abide by these terms of use.

Name of Student: _____

Student Signature: _____ Date: _____