



Multicultural Learning Center

7510 DeSoto Avenue
Canoga Park, CA 91303
818-716-5783



February 15, 2012

Dear Parents:

Due to some recent observations on campus, I felt it necessary to remind our community about MLC's policies having to do with bringing items from home and the use of technology here at school. Here are excerpts from our Parent and Student Handbook:

Personal Property

Toys, iPods, cameras, electronic games, radios, computers, etc. are not to be brought to school unless the classroom teachers give permission in writing or the children are celebrating a spirit day. This rule is to keep children focused on learning and to avoid loss or damage to valuable items. MLC is not responsible for lost or stolen items including those in lockers. If a student is found with such an item that can be distracting to the educational process it will be confiscated and kept until a parent can retrieve it.

Student Cell Phone Use

Students are allowed to have cell phones for the purpose of communicating with parents BEFORE ARRIVING to school AND AFTER dismissal. During the school day, cell phones must be turned off and stored. MLC is not responsible for damaged, lost, or stolen cell phones. Parents give students permission to bring them to school at their own risk. Cell phones are to be turned off, stored in backpacks, purses or lockers while on campus. Children are not allowed to make or receive calls while in school. Parents must contact the school office if they need to communicate with their children--especially in an emergency. These rules are for your child's protection while they are under MLC's supervision and school personnel may confiscate cell phones if students are caught utilizing them during the school day.

Technology

The use of all MLC technology resources is a privilege, not a right and inappropriate or suspected inappropriate use will result in cancellation of the privileges. Students are expected to follow all guidelines below as well as those given orally by MLC staff:

- Students must not share their login or password information with others and must not access other student or staff folders, work or files.
- Students must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information and must respect copyright laws
- MLC does not have control of the information on the Internet and system administrators make every effort to block access to inappropriate materials; however some sites accessible via the Internet may contain material that is inappropriate for education in a school setting. MLC does not condone the use of such materials and does not permit usage of such materials in the school environment. Students should notify an adult immediately if any inappropriate material is accidentally accessed
- Violating this policy may result in restriction or loss of network access *or* disciplinary or legal action [including but limited to, criminal prosecution] under appropriate state and federal laws.
- If a student is found to be using the Internet **off campus** in a way the causes disrespect or harm to a member of the MLC community it will fall under the same rules and policies as on-campus violations.

Should you have any questions or concerns about the school policies mentioned above, please feel free to speak to your child's teacher, Mrs. Eva Neuer, MLC's Intervention Specialist at ext. 223 or eva@mlccharter.org, or me.

Sincerely,

Saira Salazar-Martinez
Director of Operations