



COMPUTER AND NETWORK USER AGREEMENT

The computers and computer network of the Léman International School Chengdu (LIS) are for the educational use of members of the school community. Any commercial or unauthorized use is not allowed.

Users of the LIS Computer Network shall maintain a high standard of ethical conduct while using the system.

Users shall not cause any embarrassment or harm that could damage the good reputation of the Léman International School Chengdu or any member of its community.

All use of the LIS Computer Network shall conform to the Mission statement of the school, the school rules and the policies of the board, administration and the computer network system administrators.

Examples of Inappropriate behaviour are:

- Abusive, or objectionable language and/or graphics entered in public or private parts of the system.
- Activities that cause disruption to the network or system.
- Any other activities, not appropriate in an educational forum.

The Internet provides connections to many other computer systems. Users and the parents of users should know that some of these systems contain defamatory, inaccurate, offensive or illegal material. LIS system administrators do not have control over this and do not condone such materials in a school environment. Deliberate access of such material will result in loss of user privileges.

Student computer access from home is the responsibility of the parents. Parents are encouraged to take an active role in monitoring and guiding student computer use.

Students may not download files or copy files to a computer on the school network without the permission of a teacher.

Users may not download and/or install programs or applications on any part of the system.

The system administrators will review network activity and any material stored on the system. They will edit or remove any material which they consider to be Inappropriate. Privacy of users is respected but not guaranteed.

The privilege of using the system may be revoked at any time. The system administrators and/or the Principal of the Léman International School Chengdu are the sole Judges of what consists of inappropriate behaviour leading to loss of privileges.

Users shall not let others use their account or password. The registered account holder is responsible for all activities related to that account. The account holder may be held responsible for damage and costs for related service disruption. Users must inform the system administrators immediately if their password is lost or stolen or if they think that someone has unauthorised access to their account.



COMPUTER AND INTERNET ACCESS

Dear Parents:

As you are aware, electronic information is often much more current, less expensive, and easier to access than conventional sources. The World Wide Web has provided a vehicle for students to create and share projects on a global scale. The primary purpose of the network is to enhance student learning in schools.

However, there are potential hazards. While our staff will make every effort to avoid misuse of the Internet services, students may receive offensive communications and may access material which is not appropriate. As with other methods of communication, there are opportunities with computer networks for students to create and distribute inappropriate materials and to conduct themselves in ways that are unacceptable.

The accompanying registration form has been provided to:

- Acknowledge that while every effort is made to ensure that students do not access inappropriate material, the possibility does exist for that to occur.
- Advise you that any inappropriate use by the student will result in appropriate disciplinary action by the school.

Your cooperation in assuring that this form is signed and returned the school is appreciated.

This form is expected to be completed and signed for each student by the parent and by the student (Grade 4 upward).

Name of Student: _____

I have read the document titled 'Computer and Network User Agreement' and agree to abide by the provisions therein.

Student's Signature: _____

To be completed by Parent/Guardian:

I have read the document titled 'Computer and Network User Agreement' I understand that network services are intended for educational purposes. I understand that any other use is in violation of the school's policy and subject to remedial action on the part of the school. The School has taken reasonable precautions to eliminate controversial material from its network systems. However, I also recognize it is impossible for the School to restrict access to all controversial materials that exist outside its networks and I will not hold the School responsible for materials acquired via its networks.

I release the Léman International School - Chengdu and its employees from any and all claims of any nature arising from my use or inability to use the LIS computers or computer network.

Parent or Guardian's Name (please print): _____

Parent/Guardian signature: _____ Date: _____



Student Medical Form

This form must be completed in its entirety prior to the student starting school. This information is considered confidential and is viewed only by our school medical staff, and other faculty and staff on a "need to know" basis. It is very important to notify the school nurse of any change in phone numbers, contact details, or medical information.

1. EMERGENCY CONTACT INFORMATION

Emergency Contact Person: (not a parent) If either parent cannot be reached using all means available, the emergency contact person has your permission to make decisions regarding emergency treatment and surgery for your child. Please notify your emergency contact person(s) of your delegation and ensure they are aware of your preferred local Chengdu medical clinic and your child's medical history. **Naming an emergency contact person is optional.**

Emergency Contact person #1: Name: _____ Relationship to student: _____

Telephone: (Home) _____ (Work) _____ (Mobile) _____

Emergency Contact person #2: Name: _____ Relationship to student: _____

Telephone: (Home) _____ (Work) _____ (Mobile) _____

2. GENERAL STUDENT HEALTH

Has your child ever had surgery / hospitalization in the past? Yes No

If yes, please give date(s) and details:

Is there any reason the student cannot fully and actively participate in all activities and programs offered at the school? Yes No

If "yes" please explain in detail below:

This student is able to participate in all physical education and interscholastic sports activities: Yes No

3. MEDICATIONS

List any medications the student takes on a regular basis:

Name of medication: _____ Dose: _____ Times: _____

Purpose: _____



Name of medication: _____ Dose: _____ Times: _____

Purpose: _____

Preferred Chengdu Medical Facility / Doctor _____

Phone: _____

4. MEDICAL INSURANCE

Does your child have Medical Insurance? Yes No

Medical Insurance Provider _____

Policy Number _____ Insurance Emergency Call Centre Number _____

If your child has no insurance, please tick the box and sign below:

I acknowledge that my child has no medical insurance policy and that I will be responsible for any fees incurred due to personal loss or injury.

5. LEMAN FAMILY ASSOCIATION (LFA)

I agree that LIS will share my contact information including email and phone number with LFA?

Yes No

Are you willing to work with school or LFA to share your expertise? Yes No

If yes, what is your expertise? Can you please specify?



Transportation Service Request Form

Please provide the following services for my child or children (check all that apply):

Morning transportation to school

Afternoon transportation from school to home

Child one: _____
Last name First name

Child two: _____
Last name First name

Child three: _____
Last name First name

Address in Chengdu: (please provides street address, name of apartment complex or residential area or compound, unit number or name in compound for drop off and pick up):

If your child made use of transportation services in Chengdu in the past, please tell us the drop off and pick up point you are accustomed to (at your door, at entrance to compound, or complex or residential area).Please be as specific as possible.



**Waiver and Permission to Release Child(ren)
(Only apply to G2 and above)
允许孩子 (们) 到站后独自回家声明
(仅适用于 2 年级及以上的学生)**

I give permission for my child(ren) to walk home from the designated school bus stop without supervision from Léman International School (the School). I understand that the School is not responsible for the child(ren)'s safety between the designated bus stop and home.

我同意我的孩子由校车送达指定地点后自行回家，学校不会承担我的孩子从下车点至回家这一段路程的安全责任。

I have read, understand, and discussed with my child(ren) that:

我已经阅读，明白和告知我的孩子：

1. They will be walking home without supervision from the School.
下车之后他们会自行回家。
2. They are not allowed to walk and/or stay elsewhere.
他们不允许下车之后去往其他地方。

I, as the parent and/or guardian, further agree to release and forever discharge Léman International School and their agents, officers, employees and volunteers from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, in any manner as a result of the child(ren) walking home. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms.

我，作为一名家长/监护人同意，并进一步免除和永远免除乐盟国际学校和他们的代理人，官员，雇员和志愿者的任何索赔，我谨代表我和我的孩子在乐盟国际学校在到站后步行回家途中有任何过失、事故及相关损失所产生的任何结果，不予追究。我阅读过这整个豁免以及批准声明，充分了解，并同意受法律约束的条款。

Parent/Guardian Name (please print) 家长/监护人：_____

Parent/Guardian Signature 家长/监护人签名：_____

Date 日期：_____



School Bus Policy 校车政策

The School Bus Policy's objective is to provide a safe and efficient transportation service for all students. Please read the information below carefully. Should you have questions, you may contact the Transportation Coordinator directly at transportation@lis-chengdu.com.

学校校车规范准则是致力于为本校学生提供安全以及有效高效的交通模式服务。请务必仔细阅读以下信息，如您有任何疑问，请直接与我们的校车协调员联系，邮箱是 transportation@lis-chengdu.com。

1. General Pickup and Drop-Off

接送概述

- A. Students should arrive at their designated stop three (3) to five (5) minutes before pickup / drop off time. For PK/JK/SK /G1 students, a Parent/Caregiver must wait with the students for both pickup and drop-off. For students in G2 or older, a Parent/Caregiver's presence is not required. However, if you want your child(ren) to walk home by themselves from the bus stop, you must sign and remit the attached permission form to the Transportation Coordinator.

学生应该至少提前 3 至 5 分钟到达校车指定接送点，对于幼儿园学前班，小班，大班以及 1 年级的学生，应有家长或者是照看者必须在指定接送点陪同上下车接送，对于 2 年级或以上年级的学生，学校没有强制要求家长以及照看者陪同等待上下车。如果家长（您）允许学生自己从接送点独自步行回家，家长（您）需签订同意书，并交与学校校车管理员保存。

- B. The bus will not wait for students past the designated pickup time in the morning, **but the bus monitor will notify parents through the specific bus WeChat group instead of phone call.** Parents are responsible for sending students to school if the student misses the bus. If the school bus is going to be late for pickup/drop off for over 5 minutes due to traffic, **the bus monitor will contact parents by WeChat.**

如果学生早上未能按照指定时间到达校车接送点，校车将不予等候，**校车照管员也不会电话通知家长但会通过微信告知家长校车离开的信息。**如果学生错过校车接送时间，家长有责任自行护送需自己送学生到校。如果校车因为交通原因迟到 5 分钟以上接送学生，校车监管员需及时提前**通过微信方式告知家长。**

- C. If a Parent/Caregiver's presence is required at the drop-off point but is not present, and did not inform the Transportation Coordinator or Bus Monitor at least 4 hours prior to the designated drop-off time, the student will travel with other students on the designated route and be driven back to his/her designated stop after all students have been successfully dropped off.

放学后，如果家长或照看者未能在指定时间内到达指定地点等候学生，且没有提前 4 小时及时通知校车协调员或者校车监护老师，未被接走的学生将继续跟随校车到其他站点直至送完别的学生以后，再将这位学生送回指定的下车地点。

- D. Please note that the Bus Monitor phones will only be in use for the duration of the school bus trip to and from school – after that time they will be “powered off.” **Please note that the primary function of the bus monitor is the safety of the students. They ensure that students are safely seated before the bus moves, that students below a certain size sit in car seats that seatbelts are worn and that student behaviour is civil and conducive to the well-being of all passengers. Except buses will be for more than 5 minutes prior to next pick up point or big traffic jam, bus monitors are not encouraged to use WeChat anymore.** Should you need to contact the school regarding a bussing issue, please call the Transportation Coordinator via 18980823505.



请注意校车监管员的手机只会在校车接送学生时间段开启，其余时间都是处于关闭状态。请知悉校车监管员的首要任务是确保学生的安全。她们会确保在车辆启动之前学生已经系好安全带，低于身高标线的学生需坐在安全座椅并且系好安全带以及确认他们的行为是有礼貌的和车上所有乘员的友好氛围。校车监管员在校车上主要职责是负责学生的安全和校车秩序，微信是如果遇到堵车或者迟到 5 分钟以上或紧急情况下通知家长的，如果您有任何关于校车的事宜需要联系学校，请直接拨打校车协调员热线 18980823505。

Pickup and Drop-Off Time: Parents will receive an updated Pickup and Drop-Off schedule anytime there's a scheduling change.

接送时间：家长会提前收到接送时间表的变更通知。

Departure Times 离校时间 School Days 学校正常上课时间	Non-Club Participation 非课外活动参与者 Leaving with the 4:30 Bus 离校时间下午 4 点 30 分	Leaving before the 4:25 Bus 下午 4 点 30 分之前离校者：
PK、JK、SK students – Grade 10 students leave at 3:40 幼儿园小班、中班和大班 以及以上年级学生离校时间 是下午 3 点 40 分。	For students SK and older who do not wish to participate in the Clubs, supervision will be provided in Galaxy Central to do their homework or study. The students can leave on the 4:30 bus after Clubs. 对于幼儿园大班以及以上年级的学生，如 没有参加课外活动，可到学校的图书馆完 成自己的家庭作业或者自习，离校时间仍 然是下午 4 点 30 分。	For parents who wish to pick up their students at 3:30, parents must notify the transportation coordinator 24 hours in advance. 对于想下午 3 点 30 分以后接走 学生的家长必须提前 24 小时通 知校车协调员。

2. Change Notification and Procedure 时间更改通知

- A. In the event that a student wishes to change to a different bus route, the parents/guardians must provide the School a written request, indicating the new address and effective date. Such notice must be given to the Transportation Coordinator no less than one week before the effective date. A change of bus route is subject to availability of seats on the requested route and cannot be guaranteed. **If there is not a vacant seat, we cannot accept a bus change and the parent will need to organize their own transportation.**

如果学生需要乘坐另外路线的校车，家长或者是监护人需至少提前 3 天提供提出书面请求申请交与校车协调员，并需注明新的地址以及生效日期。新的乘坐路线需根据现有的校车空位进行安排，学校不能确保一定会有空位给临时变更路线的学生乘坐，**如果没有多余的空位，家长需自行解决。**

- B. The vehicle type, bus route, pickup/drop off time, location, and bus monitor may change during the year. All changes will be communicated to parents prior to implementation.

学校每年会对学校校车型号，校车路线，接送时间，地点进行更改，所有的更改都会在执行之前与家长传达以及沟通。

- C. For school related events, the school will provide bus service for attending students; changes in pickup and drop-off will be communicated in advance.

和学校有关的活动，学校会对参与者提供交通服务。有任何的接送时间以及地点的更改，学校均会提前通知。

3. Special Requests 特殊请求

In the event that a student wishes to change their assigned bus, or will not be using the bus service for a temporary period, the parents/guardians must provide the School with written notice granting the student permission to change busses, indicating the preferred bus, and the effective dates and times. Such notice



must be given no less than 24 hours before the effective dates and times. Changes will only be permitted when there is room on the requested bus.

如果学生想要更改指定乘坐的校车，或者是暂时临时不想乘坐校车，家长需要提交准许申请，注明首选的校车，以及生效日期。此类申请需提前 24 小时交与校车协调员。（更改前提是所换乘的校车有空位，如没有空位则不允许更改）

4. Student Transportation Rules 学生乘车守则

- A. Students must sit in their assigned seat and remain seated for the entire travel time.
学生乘坐校车时需坐在指定位置，不能随意调换。
- B. Seat belts must be worn at all times. **Students under 1.3 meters tall should sit on a car seat.**
校车行驶中学生必须佩戴安全带，**1 米 3 以下的学生需乘坐安全座椅。**
- C. Students must obey and respect the driver and bus monitor at all times.
乘车时学生需服从校车监管员以及司机的安排。
- D. Students must keep their heads, hands and feet to themselves and inside the bus at all times.
乘车时学生的头，手，脚不得伸出窗外。
- E. Eating on the bus is not permitted. Drinking water is permitted.
校车行驶中不能吃东西，但可以喝水。
- F. Students must use an inside voice; yelling or screaming is prohibited.
在校车内请小声说话，不得大声喧哗。
- G. Students must be courteous - name calling and/or inappropriate language is prohibited.
在校车内应注意言语，不当的称谓以及不适当的语言是被禁止的。
- H. Tampering with safety or emergency bus equipment is prohibited.
严禁触碰以及篡改校车应急安全设备。
- I. Throwing any object on, at, or out of the bus is prohibited.
校车行驶中禁止抛接物品，或者是向车外扔杂物。
- J. Students may bring soft toys or electronic equipment, but a headphone is required. Students are responsible for all such equipment and the school is not liable for any damage or loss.
学生可以携带安全的玩具，以及电子产品，但需要配备耳机。学生需自己管理好自己的物品，如有遗失或损坏学校概不负责。
- K. **Please make sure student go to washroom before getting on the bus in the morning.**
早晨乘车之前，务必先使用卫生间。

In an emergency situation, please contact the Transportation Coordinator at 18980823505.

如有任何紧急情况请直接拨打校车协调员热线：18980823505.

We have issued each of the bus monitors a smart phone to ensure they have WeChat facilities. Each bus has a QR code that can be added on your WeChat. We have issued this phone to facilitate communication in the event that the bus is running late. Good communication is important but secondary to the main duty of the bus monitor which is to keep students safe.

我们已经给每一台校车配备了智能手机并且建立了微信群。每辆车都有一个二维码可以扫。这部手机是以便老师在校车晚点的情况下和家长进行沟通的。良好的沟通很重要，但老师更重要的职责是保证学生的安全。



<p>BUS 1</p>	<p>BUS 2</p>	<p>BUS 3</p>	<p>BUS 5</p>
 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>
<p>BUS 6</p>	<p>BUS 7</p>	<p>BUS 8</p>	<p>BUS 9</p>
 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>
<p>BUS 10</p>	<p>BUS 11</p>	<p>BUS 12</p>	<p>BUS 13</p>
 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>
<p>BUS 14</p>	<p>BUS 15</p>	<p>BUS 16</p>	<p>BUS 17</p>



 <p>Leman school bus 14 美</p> <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>BUS 15 美</p> <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>乐盟 school bus 16号 人</p> <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>	 <p>bus 17 美</p> <p>Scan the QR Code to add me on WeChat 扫一扫上面的二维码图案，加我微信</p>
BUS 18	BUS 19	BUS 20	
			