



MURRIETA VALLEY UNIFIED SCHOOL DISTRICT STUDENT INTERNSHIP PROGRAM GENERAL RULES AND POLICIES

The goal of the Murrieta Valley Unified School District is to create a student internship program that is beneficial and rewarding for all participants. The following policies have been designed to explain the expectations and responsibilities of our business partners and student interns.

CONDUCT

The cooperation of all employees, including interns, is necessary to make any organization a great place to work. Conduct that is dishonest, unethical, illegal or unsafe will not be tolerated at the business/internship site. Grounds for immediate termination of the internship include, but are not limited to, the following:

- Disclosures of confidential or proprietary business information.
- Unauthorized or inappropriate use of computers, the Internet, or any other technology or communication equipment.
- Any misuse of business time, facilities, equipment or resources.
- Violation of any business/organization policies, including, but not limited to, insider trading, illegal and unauthorized use of copyrighted materials, discrimination and sexual harassment.
- Harassment on the basis of race, color, creed, religion, national origin, citizenship, age, sex, sexual orientation, marital status, mental or physical disability and any other classification protected by law.
- Misrepresentation or falsification of resumes, applications or other business records.
- Acts or threats of violence, or intimidation that might endanger the safety of others.
- Possession of firearms or weapons of any kind.
- Sale, possession, use or under the influence of illegal drugs or alcohol.
- Insubordination.
- Destruction, damage or theft of business property or the property of other business employees.
- Any conduct that negatively impacts the business or organization.

SAFETY/EMERGENCY INFORMATION

Every company has its own safety rules and procedures so be sure to ask your supervisor about them. Information about emergency and evacuation plans is available from the business supervisor. Be safety conscious at all times. In the event of a medical emergency, contact your supervisor or other employee in the area. The employee will take over the situation at that time. In case of emergency, employees and interns should identify exit routes in each building where they work.

GENERAL SAFETY RULES

1. Be aware of all safety rules and procedures in case of an emergency.
2. Report any unsafe conditions or injury to the supervisor immediately.
3. If you see an accident or are in one, report it to your supervisor immediately.
4. You may be responsible for damage to property that is a result of your negligence.
5. Do not touch or tamper with equipment without the permission and supervision of your supervisor.

SEXUAL HARASSMENT

To encourage a safe and supportive work environment for all employees, including the interns, businesses have policies on sexual harassment. It is a violation of this policy for anyone working in the organization, whether as an employee, an intern or a guest, to harass any other person through conduct or communications of a sexual nature.

Sexual harassment consists of unwelcome and repeated sexual advances, requests for sexual favors and any other verbal, visual or physical conduct of a sexual nature where:

Some examples of sexual harassment include:

- explicit or implicit promises of career advancement, training, awards or lower standards of performance in return for sexual favors;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats that concern one's employment or internship status, performance appraisals, or assignments to less desirable positions or locations;
- unwelcome sexual jokes, teasing, kidding, comments or other sexual behavior;
- sexually suggestive or unwelcome touching or obscene gestures, including patting, pinching or brushing against another's body;
- display of written or printed material of a sexually explicit or pornographic nature, such as insulting cartoons and sexually suggestive or lewd pictures or photographs.

If a student intern experiences any sexual harassment, he or she should report the situation immediately to his/her business supervisor or representative, principal and/or the District Internship Coordinator.

PROFESSIONALISM AND COURTESY

You are expected to conduct yourself in a professional manner at all times while you are at the business site.

- Be professional and courteous at all times.
- Abide by the businesses dress code.
- Adhere to your agreed-upon schedule.
- If there is a change to your schedule and you will be late or cannot attend at your scheduled time, you need to contact your supervisor in advance. If you have any questions or concerns, contact your principal or the internship coordinator.
- Keep your work areas clean.
- Do not remove or replace any hardware, software, equipment or materials.
- For students working in organizations that require any special security procedures and/or the use of badges, special keys, keycards, codes, cards, passes or identification, follow all procedures and rules related to these items and report lost or stolen items immediately.

COMPUTER/EMAIL/INTERNET USE AND REGULATIONS

All businesses and employees utilize computers and the Internet as part of the normal business day. You need to read and comply with the business' regulations.

- Know and follow all business guidelines and regulations as they pertain to computer, email and Internet use.
- Know who you go to for technical support.
- Do not download any outside information onto your computer.
- Do not share passwords, hostnames or usernames unless you have been asked to do so by your supervisor.
- Do not use the computer or the Internet for personal use.
- Respect copyrights.
- Do not copy or transmit any confidential information.
- Do not run programs that capture, decrypt, or decode private or confidential information.

- Always use appropriate language and correct grammar in your email communications.
- When using email, remember that nothing is confidential; email sent or received on the company's email system is the property of the company.