same to maintain a drug-free campus and to provide the high quality performance essential to accomplish the goals of the School.

Substance abuse is potentially harmful to health. For information about substance abuse prevention and treatment, call the Massachusetts Department of Health, Bureau of Substance Abuse Services at (800) 327-5050.

CAMPUS SECURITY REPORTING
Pursuant to the Campus Security Act of 1990, Longy School of Music of Bard College is required to publish information related to the safety of its campus. This information is distributed annually to its students, faculty, and staff. The information deals with both Longy policies and procedures regarding safety and security and the statistics concerning crimes committed on Longy’s campus. This report is available to all Longy applicants by contacting the Admissions Office.

SAFETY AND CRIME AWARENESS
Longy strives to ensure the safety of its students and its facilities. However, the School’s location in an urban setting requires that students be aware of potentially dangerous situations and take prudent steps to avoid threats to their personal safety or to their belongings. It is not advisable to leave valuables unattended at any time, and Longy is not responsible for items that are lost or stolen.

Reporting crimes and other emergencies: Any type of crime or unusual activities in or around Longy’s facilities should be reported to the evening security guard or the Facilities Manager as soon as possible. In the case of an emergency, report immediately to a Longy staff member, who will call 911 for assistance. The public pay telephone in the lower Pickman Hall lobby may be used for emergency calls as well.

Campus facility access: Longy monitors access to the building when it is open. All students, faculty, and staff are issued ID cards and are required to produce them upon demand by any school official. After 5:00 p.m. all persons entering the building must sign in at the security desk.

Any problems with security personnel, lighting, or maintenance that may compromise personal safety or that of the building should be reported to the Facilities Manager.

Description of security awareness and crime prevention programs: Students are encouraged to report any thefts or suspicious actions and are warned not to leave any possessions unattended or unsecured for any reason. Longy gives timely notice of crimes which are considered a threat to students and employees to aid in the prevention of similar occurrences through notices posted throughout the building and e-mail alerts.

ELECTRONIC COMMUNICATION SERVICES POLICY
The School utilizes various forms of electronic and digital communications, including e-mail, voicemail, computer networking and Internet access services (together, the School’s “Electronic Communication Services” or “ECS”). This policy is designed to help students understand our expectations for the use of these resources and to help students use them responsibly.

The School’s ECS are business tools for the School, provided at significant cost. Therefore, we expect students to use the ECS access primarily for School-related purposes. Students have no privacy rights in electronic and digital communications transmitted through or