

***"Every child can be great.  
Every child can be a leader."***

**2012 – 2013**

**Waverly Avenue  
Elementary School  
Handbook & Student  
Code of Conduct**

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**WAVERLY AVENUE ELEMENTARY SCHOOL**  
**1111 WAVERLY AVENUE**  
**HOLTSVILLE, NEW YORK 11742**  
**TELEPHONE 654-8690**

**Instructional Hours:**  
**9:15 – 3:15**

**Principal's Message:**

On behalf of the Waverly Avenue Building Staff, I am pleased to present this school handbook. It has been designed to serve as a useful reference concerning our school community's policies and procedures. The information and guidance it provides will help ensure a safe and successful experience at Waverly for all of our students. We ask that parents share the information contained in this handbook with their children. Thank you for your cooperation.

Mr. Dennis Kelly

**Waverly's Mission Statement:**

"Our Waverly School community will develop well rounded, responsible, goal-oriented students."

**Student Bill of Rights:**

Every individual has the right to learn in a safe environment;  
Every individual is entitled to be treated with dignity and respect;  
Every individual has the ability to learn;  
Every individual should be encouraged to reach his/her potential;  
Every individual deserves to be recognized for his/her efforts and accomplishments.

**Important Phone Numbers:**

Waverly Main Office: 654-8690, Option 4  
Waverly School Nurse: 654-8690, Option 1  
Waverly Psychologist/Social Worker: 654-8690, Option 2 or 3  
Sachem Transportation Department: 471-1380  
Sachem District Office: 471-1300.



# A Code of Conduct for Sachem Elementary Students

As a member of Sachem Central School District you will promise to:

## Habit 1: Be Proactive

*Be Proactive* means to take responsibility for your choices and behaviors. It is the key to all the other habits.



### **Be Proactive**

*You're in charge of your life.*

- Come to school ready to learn and be willing to participate.
- Behave in an orderly and safe way.
- Do what's right, not what's popular.
- Take responsibility for your actions by admitting fault.
- Get help from an adult when you don't know what to do.
- Show respect for everyone in the school community.
- Show respect for a person's actual or perceived race, ethnic group, national origin, color, weight, religion, religious practice, disability, gender, or sexual orientation.
- Use good manners and polite language.

## Habit 2: Begin with the End in Mind

*Begin with the End in Mind* means to think about how you would like something to turn out before you get started.



### **Begin with the end in mind**

*Have a plan*

- Know the rules and follow them before, during, and after school.
- Stay seated on the bus and follow all bus safety rules.
- Always walk when in the school building.
- Accept the consequences for your actions.
- Keep your school clean and litter free.

### Habit 3: Put First Things First

*Putting First Things First* means to decide what is most important and to take care of that first.



- Be on time for school.
- Do your homework and bring it to class.
- Go to bed early enough so that you are well rested and ready to learn.
- Concentrate on learning and always do your best.

### Habit 4: Think Win-Win

*Think Win-Win* is the belief that everyone can win. It's not me or you-it is both of us.



- Treat school and other people's property like it is your own.
- Wear appropriate clothing and shoes.
- Help others when they need help. Don't be a bystander!

### Habit 5: Seek First to Understand, then to be Understood

*Seek First to Understand, then to be Understood* means that it is better to listen first and talk second.



- Consider the feelings of others and avoid hurting them with your words or actions.
- We are a bully- and harassment-free school!
- Be a good friend.
- Ask questions when you don't understand something.
- Listen to others, even when you don't agree.
- Be respectful.

## Habit 6: Synergize

*Synergize* is when two or more people work together to create a better solution that either would have thought of alone.



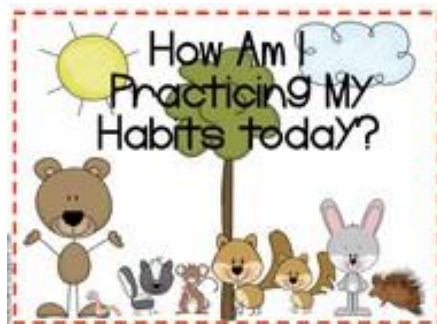
- Work cooperatively with other students, teachers and staff.
- Help out at school, at home and in the community.
- Take part in school and community activities.
- Create a calm, quiet atmosphere.
- Be a good sport by including others in games and playing fairly.
- Be aware that each of us is special in our own way.
- Be part of the solution, not the problem.

## Habit 7: Sharpen the Saw

*Sharpen the Saw* means to have balance in your life.



- Eat a healthy breakfast and lunch.
- Read for pleasure.
- Develop strong friendships and enjoy each other's company.
- Get your body moving every day.



# EXPECTED BEHAVIORS

The expectations in the next section of the Code of Conduct apply to the behaviors expected in the classroom, the cafeteria, the bus, the hallways, restrooms, and field trips.

## HALLWAY

Expected Behavior:

1. Keep your hands to yourself.
2. Walk, do not run or jump.
3. Go directly to where you were sent.
4. Keep the hallway clean.
5. Take pride in your school.

## BATHROOM

Expected Behavior:

1. Be considerate when using the restrooms. Keep the bathroom clean.
2. It is your responsibility to take care of all the items in the bathroom. This includes the sink, paper dispenser, floors, partitions, etc.
3. Use the bathrooms properly and keep them litter free.
4. Use your inside voice.
5. Respect others' privacy.

## RECESS

Expected Behavior:

1. Respect the property of others.
2. Always play fairly and be a good sport.
3. Use appropriate language.
4. Invite students who are not playing to join your game.
5. Enter the building quietly.
6. Students wearing shoes with rubber soles and straps will be permitted to use the playground equipment.
7. Be considerate of other classes that are working.

## CAFETERIA

Expected Behavior:

L-Listen when a teacher is speaking

U-Use your seven habits

N-Nicely speak with your friends

C-Clean up after yourself

H-Help the line move quickly

Students are expected to behave in orderly fashion in the **Café Waverly**. Students must remain at their class table during the lunch period. No visiting is allowed. Students should dispose of their trash in the garbage can closest to their table. The HANDS-UP signal will be used consistently by the teacher on duty for attention and quiet. Students may bring appropriate games to the cafeteria to be used only AFTER they have eaten their lunch.

## **The 3 C's of Café Waverly**

### **Calm**

There should be no yelling, pushing, or shoving in the cafeteria. This includes the serving line and when being seated.









### **Courtesy**

Being **courteous** means showing respect and being polite to your peers and to the teachers. It also means not speaking with food in the mouth, never throwing food, and cleaning up after finishing.


### **Care**


Care about yourself, your friends, and your school. Show Good Character! Be a responsible and caring person. Show your friends you care about them and help them make better choices too! Take care of your school cafeteria. This is where you will have lunch with your friends. Help keep it clean!


## **BUS**


-  While at the bus stop, wait quietly in a safe place away from the road. Do not run and play while waiting for the bus.
-  Always cross the street in front of the bus. Never go behind the bus.
-  Respect the "Danger Zone" surrounding the bus. The "Danger Zone" is the 10-foot wide area on all sides of the bus. Always remain 10 feet (five giant steps) away from the bus to be out of the "Danger Zone" and where the driver can see you.
-  When entering the bus, go directly to a seat. Remain seated and facing forward for the entire ride. Do not stand or reach over the seat in front or back of you.
-  Remember to use inside voices so you are able to hear the bus driver at all times,
-  Keep the aisle clear at all times. Feet should be directly in front of you, on the floor, and book bags should be kept on your lap.
-  Never play with the emergency exits. If there is an emergency, listen to the driver and follow instructions.
-  Never put hands or head out the window.



 If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and may begin moving the bus.

 If you drop something near the bus, do not pick it up. Instead, tell the bus driver/teacher so that they can assist you.

 During arrival and dismissal, always walk to and from your bus.

 During arrival and dismissal, always stay away from the yellow safety line on the sidewalk near the curb and do not run.

### Safety Superstar Guidelines

Stay in your seat at all times.  
Keep your hands and feet to yourself.  
Be kind and respectful to everyone on the bus.  
Talk quietly to the people near you.  
Tell the bus driver if someone bothers you.  
Keep everything in your backpack.  
No eating or drinking on the bus.  
Keep the bus clean.  
Keep your hands inside the bus  
***Remember the 3 C's***  
***Calm, Courtesy, and Care***

### **STUDENT DRESS CODE**

Sachem Board of Education Policy for Dress Code; 5300:

A student's dress, grooming, and appearance shall:

1. Be safe, appropriate, and not disruptive or interfere with the educational process.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include safe footwear at all times. For your child's safety, please refrain them from wearing flip-flops to school. No wheels or heels.
5. Not include the wearing of hats in the classroom except for medical or religious purposes.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and /or encourage other illegal or violent activities.

### **BEFORE AND AFTER SCHOOL ACTIVITIES AND EVENTS**

The Code of Conduct applies to all **before and after school activities and events**. Under no circumstances should anyone go into their classroom without permission or supervision.

## A Note to Parents

### What Happens When Children Make Bad Choices?

Elementary School students are expected to behave properly. Students must understand that their behavior affects others. The Code of Conduct provides clear guidelines for what the expected appropriate behaviors are in the various situations that comprise a school day. It also provides guidelines for dealing with misbehavior.

All children make mistakes, from time to time, which is part of the process of growing up. We look at poor choices about behavior as learning opportunities. Children will have the chance to reflect upon what they did, and think about better ways of handling similar situations in the future.

Our intention is that student discipline be progressive, meaning that subsequent misbehaviors will receive more serious consequences. However, we will make decisions based on each individual circumstance and the seriousness and nature of the misbehavior. Furthermore, regardless of the frequency of the misbehavior, if school property is damaged or destroyed, the student may be held responsible for fixing or replacing it.

Generally, when students misbehave, the following guidelines will be followed.

**Minor Infraction:** That which occasionally interferes with a child's academic and/or social growth such as excessive talking, lack of cooperation, rudeness and actions that are disruptive in nature to the staff, students or school community.

**Consequences:** Any of the following may be used: verbal warning, loss of privileges, parent notification, principal intervention, letter of apology, Talk it Out procedures, and reflection forms.

**Major Infraction:** That which is disruptive to the orderly procedure of the school such as defiance or refusal to comply with reasonable requests from school personnel: fighting, verbal abuse, or statements and actions intended to intimidate or injure another person, engaging in any willful act which disrupts the normal operation of the school community.

**Consequences:** After due process has been afforded, the student may lose privileges such as recess, after school activities, field trips or be temporarily removed from the class or the bus. If needed, a principal's conference with parents will be held. Results may require in or out of school detention/suspension. If school property is damaged, defaced or destroyed, the student may be held responsible for fixing or replacing it.

**Vandalism**: Acts of vandalism are considered crimes and will be prosecuted to the fullest extent of the law.

**Bus Conduct Reports and Consequences:**

Misbehavior on the bus may merit a Bus Conduct Report, which is generated by the bus driver.

**1<sup>st</sup> Report:** Child meets with school official; warning is issued, suggestions for improved and appropriate behavior are discussed; parent may be notified.

**2<sup>nd</sup> Report:** Child meets with school official; suggestions for improved and appropriate behavior are discussed; probation or suspension from bus may be warranted; parent notified via phone call or letter.

**3<sup>rd</sup> Report:** Child meets with school official; suspension from bus for one or more days; parent will notified.

**THE FOLLOWING ITEMS ARE NOT ALLOWED IN SCHOOL  
(INCLUDING BEFORE AND AFTER CARE)**

**\*If any of these items are brought to school, they will be confiscated and returned to the parent/guardian.**

Weapons of any kind (including toys), drugs or alcohol

- I-pods, hand held video games, or any other electronic devices  
(These devices may be allowed in before or after care at group leader's discretion. Please contact your child's group care leader for more information.)
- Hair spray, nail polish, make-up
- Liquid Paper or White Out
- Heelies, or other inappropriate footwear
- Clothing and accessories that interfere with the health, safety and academics of our children should not be worn to school.

**CELL PHONES**

If a parent or guardian chooses to have his or her child carry a cell phone for safety purposes then the following conditions must be met:

1. Parent or guardian must send a note to school explaining the circumstances.
2. Cell phone must be turned off during school hours including bus time and left in the child's book bag or other concealed location.

**If these requirements are not followed the cell phone will be confiscated and retained in the main office for pick-up by a parent or guardian only.**

## HEALTH AND SAFETY CONCERNS

- Animals on school grounds are strictly not permitted. Some children have a fear of animals and others may be allergic. Animal droppings are unsanitary and interfere with outdoor PE classes and recess activities for our school community.
- As there is no supervision, students should not enter the building early, unless they are required to be in for club activities, extra-help, etc.
- Children are not permitted back into the school building after dismissal to pick up any items left in school.
- It is illegal and dangerous to pass a stopped bus when the large red lights located on the bus are flashing. Flashing lights mean the bus is picking up or discharging students.
- School Speed Limit is 10 miles per hour.
- Park in marked stalls only and please follow the approved traffic safety pattern. Do not park on the right hand side of the front driveway.
- Hallway monitors are present during school hours. All entrance doors are locked. Please enter the building through the main entrance. The hallway monitor will buzz you in.
- Allergies, diabetes, etc.: Please inform the school nurse, teacher and main office of any allergy or health concerns that are present. Please draft a letter outlining your child's medical state and expected response conditions.
- Lateness/Absences: Please call the school on the day your child is absent. If you arrive late, please escort your child into the school building to sign them in.

### ❖ **Attendance and Punctuality:**

Regular school attendance and punctuality are very important to success in school. Parents should make every effort to have their children in school on time every day. Lateness is disruptive to the classroom and has an adverse effect on a student's educational progress. It is the parents'/guardians' responsibility to notify the school Nurse's office on the day of occurrence of the absence. New York State attendance laws require a written excuse note each time a student is late or absent from school for all or part of the day. Undocumented absences will be marked illegal. These excuses should include the date(s) involved and the reason for the absence. The excuse must be signed and dated by the parent/guardian. Excused absences, tardiness and early

departures are defined as due to personal illness, death in the family, impassable roads or weather, religious observance/obligations, quarantine, required court appearances, medical appointments, family emergencies, or such other reasons as may be approved by the

superintendent or his designee. However, parents are requested to make appointments with physicians and dentists after school hours. As noted, instructional hours for Waverly Avenue Elementary School are 9:15 a.m. to 3:15 p.m. A student will be marked late at 9:20 a.m. Children may be dropped off at the lobby entrance (south side of the building) **no earlier than 9:05 a.m.** (ten minutes prior to the start of the school day) at which time supervision is available, in accordance with district policy. School ends at 3:15 p.m. Parents/Guardians who wish to pick up their children before the end of the school day must do so by signing their children out before 3:00 p.m and those children will be marked as an early departure in the student information system. Students being picked up at dismissal will report to the Greeters desk to meet their parent/guardian and must be signed out.

❖ **Vacation Policy:**

We strongly discourage vacations while school is in session. Vacations while school is in session are illegal absences. The vast majority of learning takes place in the classroom through direct interaction with the teacher and classmates. It is necessary for children to be present to truly acquire the knowledge and skills they need to be successful.

When children miss school, they miss the opportunity to be active participants in their own learning. If you feel it is necessary to take your child out of school for vacation, long-term projects and reading assignments may be supplied for your son/daughter before the absence. Daily worksheets and homework assignments will be provided upon your child's return. Teacher plans are adjusted during lessons as student understanding is assessed and assignments changed. Ample time will be given for make-up work. It is advisable to help your child work at home at a reasonable pace so he/she benefits from the work. If you have any questions or concerns, please contact the teacher.

- ❖ **Emergency Notification:** Parents and guardians should keep the school office advised of any change of home, business and emergency contact telephone numbers including unlisted numbers, so that they may be contacted in the event that a student is injured or becomes ill in school. **Parents are asked to make contingency arrangements with a neighbor in order to provide a place where the student may go in the event of a delayed opening or an early dismissal. This means that your child should know where to go in case you are not home.**

❖ **Emergency School Closing Procedures:**

Please consult the school calendar for days when school is not in session. School closings due to snow or other inclement weather as well as delayed openings or early dismissals will be broadcast on the following radio and television stations:

- ❖ WALK (1370 AM or 97.5 FM) WBAB (102.3 FM)
- ❖ WBLI (106.1 FM) WKJY (98.3 FM)
- ❖ WRCN (103.9 FM) B103 (103.1 FM)
- ❖ WHLI (1100 AM) WSHR (91.9 FM)
- ❖ Channel 12 News WLVG (96.1 FM)
- ❖ [www.cancellations.com](http://www.cancellations.com), type in zip code 11741, press "search"
- ❖ [www.sachem.edu](http://www.sachem.edu) left side click on "notices"

❖ Please do not call the main information.

office for school closing

*School closings will also be announced via an automated telephone notification system.*

❖ **Visitors Policy and Building Security:**

All visitors and volunteers entering the school must report to the main office to sign in and obtain a visitor's pass. Visitors must wear passes at all times while in the building. The tag should be returned to the front desk when exiting. All entrance doors are kept locked and the students are instructed never to open these doors to anyone. Only staff and faculty are allowed to open a door for a visitor, known or unknown. These policies are for the protection of our students. Visitors are asked to refrain from any activities beyond the scope of their reason for visiting school. Visitors are to be aware that instruction and other school activities are ongoing throughout the day and should not be interrupted. **Under no circumstances should parents go to a classroom unannounced.**

❖ **INTEGRITY OF THE INSTRUCTIONAL PROGRAM:**

Parents are asked to be aware of, and to respect, the following measures which are designed to preserve the integrity of the instructional program.

❖ **Meeting with teachers:** Communication between the school and the home is of paramount importance. Please do not hesitate to call your child's teacher should you feel it necessary to do so. Please cooperate with us, however, by either telephoning or sending a note to arrange for a return phone call or conference. Teachers cannot be interrupted during class time when they are both instructing and supervising students. Especially problematic is morning arrival and afternoon dismissal when teachers should not be asked to divide their attention between a parent and students who are in need of their supervision. A teacher cannot give you the attention you deserve, and the distractions at this busy time can easily lead to misunderstanding. To meet with your child's teacher, please make an appointment.

❖ **Return to the classroom after school hours:** A school policy prohibits the return to the classroom after school hours. Several issues have arisen which necessitate its installation. Teachers provide the time at the end of the day for students to gather homework materials. Organizational skills and a sense of responsibility are an essential part of all instructional programs. This policy will foster those goals, allow our custodial staff to attend to their duties without interruption, and protect the security of classroom possessions.

❖ **Telephone Calls:** Children will not be permitted to call home except in cases of emergency. Assuming responsibility for remembering homework, musical instruments and the like should lie within the ability of each child. The goal is, again, to minimize disruption to the instructional day.

❖ **Food Service and Cafeteria Procedures:**

Breakfast is available on a daily basis. It is served in the cafeteria beginning at 9:05 A.M. Lunch is served daily, beginning with the first lunch period at 11:15 A.M. Children are able to choose from hot lunches, deli sandwiches and fresh salad every day. Consult the monthly calendar for selections and current prices. Breakfast and lunch may be prepaid by using your child's E-Z Meal Account at your child's school. Payment may be made in cash, check or money order payable to: "Sachem Lunch Fund." Notices will be given to each student when

their balances are low. Deposits may also be made online at [www.PayForIt.net](http://www.PayForIt.net) by credit card. Information on your child's account may be obtained through [www.PayForIt.net](http://www.PayForIt.net) once the account is established. Pre-paying saves a nickel per lunch. Children may bring their own

lunch and purchase milk and/or a snack separately. Students who eat a good breakfast and a balanced, nutritious lunch are more successful in school.

❖ **School Nurse:**

The school nurse is available for any health problems that occur during the school day (telephone number 654-8690, Option 1). If your child develops a health problem or goes on medication during the school year, please notify the school nurse. New York State law prohibits students from bringing any medication (including over-the-counter medication) to school. Students are not allowed to self medicate unless the appropriate forms have been supplied by the child's pediatrician. Parents or guardians should bring all medications directly to the school nurse in the original pharmacy container. **If your child is absent from school, please notify the nurse each morning at 654-8690, Option 1.**

❖ **Support Personnel:**

Our support service personnel include a school psychologist, social worker, speech and language therapists, GATE teacher, ESL teacher, adaptive physical education teacher, occupational therapist, physical therapist, teacher of the visually impaired, teacher of the hearing impaired, learning disabilities specialists, remedial math teacher and remedial reading teachers.

❖ **Walkers:**

Parents/Guardians of walkers must fill-out a walker permission form for each child. Walker Permission Forms are available in the office. Walkers exiting the north side of the building meet their duty teacher at the gym and exit the building through the fifth grade wing door to the parking lot. The students are instructed to walk the pathway, which circles the parking lot, and exit to the sidewalk bordering Waverly Avenue. Walkers exiting the south side of the building meet their duty teacher at the cafeteria and exit the building through the third grade wing door to Waverly Avenue. The students are instructed to walk the pathway to the sidewalk bordering Waverly Avenue. Parents who are picking up their children with their own cars are asked to be mindful of the "no parking" signs on Waverly Avenue.

❖ **Child Care Program:**

Sachem's child care program is available for before and after school hours. Information about this program can be obtained by calling the Child Care office at 471-8942.

❖ **Homework Policy:**

Homework is essential to a student's success in school. These assignments help to reinforce skills already taught. Parental involvement in a child's homework is also necessary for a student's success. Parents are expected to monitor homework assignments and to provide

conditions which are conducive to its a reasonable amount of homework Monday through Thursday.

successful completion. District policy states that should be assigned on a regular basis, at least



The following guidelines are suggested:

- ❖ Kindergarten 10-15 minutes;
- ❖ Grades 1 and 2 30 minutes;
- ❖ Grades 3 and 4 45 minutes;
- ❖ Grade 5 60 minutes.

❖ **Assemblies and Performances:**

Acceptable behavior is expected at all school assemblies, plays, musicals and special presentations. This includes staying with your class at the assigned table, listening attentively and respectfully to the performance, demonstrating cooperation by remaining quiet, applauding appropriately and obeying the HANDS-UP signal for quiet and attention. Students are to walk quietly in the hallways to and from assemblies.

❖ **Invitation Policy:**

Invitations to birthday parties and other social events will be allowed to be distributed in class only if the entire class is invited.

❖ **Skills for Success:**

Students who do well in school eat breakfast and a balanced lunch and get an adequate amount of sleep each night. Successful students bring necessary materials to class such as notebooks, paper, pens and pencils and are active participants in the classroom. They listen well and take part in discussions. They plan their work and schedule time for homework, strive to do their best, limit their television viewing and read every day.

### **ACCEPTABLE USE POLICY FOR DISTRICT INTERNET ACCESS**

- ❖ The Sachem School District has made Internet access available to students, faculty and staff, providing users with access to thousands of worldwide computer networks which contain a vast array of educational resources. These will strengthen the communicative and research skills of students and significantly expand their knowledge base.
- ❖ **ACCEPTABLE USE** – Accessing the Internet must be in support of education and research and within the educational goals and objectives of the Sachem School District. I am personally responsible for this provision at all times when using the electronic information service. Use of other organization's networks or computing resources must comply with the rules appropriate to that network. Transmission of any material in violation of any United States federal, state or local statutes, law, or policy is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or materials protected by trade secret. Commercial activities by for-profit institutions are generally not acceptable. Use of product advertisement or political lobbying is prohibited. Any action which interferes with the intended use of the system, violates another person's right to privacy, to include the following: reposting personal communications without an author's consent, giving out names, addresses, phone numbers or passwords of others or trespassing in another person's account is also prohibited. Attempting to gain unauthorized access to the system or network resources, downloading, storing or printing files or messages that are profane, obscene or contain inappropriate language, transmitting or causing to be transmitted, any communication that could be construed as harassment or disparagement of others, especially that which is based upon race, national origin, sex, age, disability or religious or political views is also inappropriate. Using the network for financial or commercial gain, wasting resources by failing to monitor personal files, illegally installing copyrighted software on district computers, subscribing to list servers and/or newsgroups without prior approval of a school official, or accessing the Internet Relay Chat area are also forbidden.

- ❖ **PRIVILEGES** – The use of the information system is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The school administrators will deem what is inappropriate use and their decision is final. The school administrators may close an account at any time as required.
- ❖ **E-MAIL** – Electronic mail is not guaranteed to be private. System administrators reserve the right to access e-mail to investigate complaints. Under these circumstances, messages which are found to be in violation of acceptable use will be reported to appropriate personnel.
- ❖ **SECURITY** – Security on any computer is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a school administrator or the technology coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
- ❖ **VANDALISM** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, Internet or any of the agencies providing Internet access. This includes but is not limited to the uploading or creation of computer viruses.
- ❖ **NETIQUETTE** – All users are expected to adhere to the generally accepted rules of network etiquette. These include but are not limited to the following: Be polite. Do not get abusive in your messages to others. Use appropriate language. Illegal activities are strictly forbidden. Do not reveal the personal address, phone number or credit card number of students or colleagues. Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property.
- ❖ Sachem School District makes no warranties of any kind, whether expressed or implied for the service it is providing. Sachem School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Sachem School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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