 **Listserv Guidelines** Approved on: January 28, 2016

The Listserv is a tool for PASSCo and CNS members to share information easily via e-mail. To ensure the best possible experience for all Listserv users, PASSCo has established guidelines for participation. By using the listserv, users agree to read and follow these guidelines. In order to preserve a climate that encourages civil and fruitful dialogue, PASSCo reserves the right to suspend or terminate listserv use for members who violate these terms.

**Access to the Listserv:**

* Users must be current county office of education employees.
* The PASSCo Chair-Elect shall work with the CCSESA liaison to maintain the PASSCo and CNS listserv. The Secretary shall be back-up to the Chair-Elect as needed.

**When using HR/CNS Listserv(s), members should remember the following:**

* Include a signature tag on all messages including name, position title and county office.
* Messages are not confidential. Good judgment should be used regarding message content.
* Only send messages on the listserv when it contains information that benefits everyone.
* Use listserv to gather general information, or, if necessary, use hypothetical situations for feedback.
* State “Topic” concisely and clearly in the subject line. This allows members to respond more appropriately to a posting and is easier for members to search archives by subject. Users are not to change subject line once initial email is sent. Avoid unnecessary email traffic; for example, do not send “thank you” only messages to the entire listserv.
* Responses received are not intended to provide legal advice.
* County offices are encouraged to collate all responses received. Once collated, email summary to the CCSESA PASSCo liaison to be posted on the PASSCo webpage for historical reference.
* Some subjects may be better suited for “Round Table” discussion during meetings rather than posting on listserv.
* Messages are for PASSCo and CNS internal communication use only and are not to be forwarded to individuals who are not subscribed to the listserv, unless otherwise stated.

**Members will not use the HR/CNS Listserv(s) for:**

* Posting any defamatory, abusive, profane, threatening, offensive, illegal materials or language and nonpublic material is strictly prohibited. Do not post anything in a listserv message that you would not want others to view.
* Posting any materials protected by copyright without the permission of the copyright owner.
* Do not distribute any spam, solicitation, jokes, chain letters, petitions for signatures or letters relating to pyramid schemes, missing persons, once-in-a-lifetime deals, commercial messages, entertainment-type messages and/or advertising based on political parties or affiliations.

Misuse of the FCMAT listserv(s) guidelines may result in the loss of rights to use the listserv(s). FCMAT reserves the right to take any action(s) deemed necessary or prudent (including listserv moderation and/or removing offensive or allegedly infringing content) if it is believed that a member’s message may create liability for FCMAT.