

SSFS FRIENDSNET Netiquette Rules:

1. **By subscribing to the listserv, the subscriber agrees to be bound by these rules governing its use.**
2. Messages that do not adhere to the rules and guidelines will be removed from the group's archives and web page. Additionally, posters who violate the rules and guidelines may be banned from further postings to the listserv, and may be removed from the group's membership list.
3. All posted messages must be signed by the author either at the beginning or the end of the message.
4. All messages must specify a topic in the subject line. The subject should be specific (see guideline 2, below).
5. **Discussion of specific students, parents, teachers, administrators or staff members is not permitted.**
6. **Personal attacks, hostile remarks, and foul language are not permitted.**
7. Attachments are not permitted in order to prevent the spread of virus. Messages will be stripped of their attachments.
8. E-mail addresses must not be shared with people who are not FRIENDSNET subscribers, nor used for any reason unrelated to FRIENDSNET.
9. Messages should not be directly or indirectly related to any political campaign or on behalf of, or in opposition to, any candidate for public office.
10. The listserv and its email address cannot be used for solicitations other than school or Parents Association functions.
11. The Netiquette rules can change as needed to best meet the needs of the PA, the School, and/or the subscribers. The listserv overseers reserve the right to deny anyone access for any reason they deem necessary. The opinions expressed on the listserv do not necessarily reflect those of the PA, the list overseers, or the School. Neither the School, the P.A., nor their representatives are liable for consequences/losses that any individual experiences based on information posted on the listserv.

SSFS FRIENDSNET Netiquette Guidelines:

1. When responding to a posted message in the daily digest, please use the "reply to sender" button, and make sure that the sender's e-mail address is listed, so that you are not sending the message back to the full list of subscribers, unless your message is directed to the whole listserv/group. To send a message to the whole group, use the "reply to group" button.

(If your email preferences are set so that you receive all emails when sent, rather than the daily digest, please see the accompanying document, "How to use FRIENDSNET" for instructions on how to respond to an individual rather than the group.)

2. Some topics may be of interest only to a small sub-group of the SSFS community. Indicate a specific subject in the subject line, to assist readers in finding messages that are relevant to their interests. (E.g., "PA meeting this Tuesday " is more helpful than "Coming Events.")

3. Adhere to the same standards of behavior online that you follow in real life. Be honest, respectful, and polite.
4. If you wouldn't say it to someone's face, don't say it online.
5. Do not post rumors or information that you have not personally verified, particularly if they might be damaging to someone.
6. If you disagree with someone, criticize the idea, not the person. One good way to do this is by asking questions or by using "I" messages. Instead of writing, "You're nuts!" you could write, "Can you clarify what you meant by 'xyz'?" or "I disagree with that idea..."
7. Don't flame. Offensive language and personal attacks are not allowed. Don't monopolize the listserv with your disagreement with one other person.
8. Be conscious of your choice of language - sometimes words that might not sound hurtful when said in person (when tone of voice and gesture can help communication) might feel offensive to someone when they are written. Sarcasm and sardonic humor do not translate well into writing.
9. Avoid generalizations about entire groups of people. For example, lumping "all teenagers" (or "all parents") together is unfair and inaccurate.
10. Be forgiving of other people's mistakes. Assume people mean well, and that any omissions or offensive comments were inadvertent. If you really feel the need to correct them, do so respectfully and, if it's personal, do so in private.
11. Respect other people's time and bandwidth. Keep your postings short. If you would like to share a longer article, tell members what the article is about and type a link to it. (Attachments are not allowed.)
12. When replying to a previous poster, delete any irrelevant text and copy only the relevant part of her or his message into your posting, not the entire discussion.
13. **Proofread your message before you post it.** Are you sure what you've said is true? Does it make sense?