



BCCPAC LISTSERV GUIDELINES

BCCPACs Listserv offers an important benefit to its members– a virtual community through the Internet.

The listserv allows BCCPAC parents to share information and experiences with each other across BC without having to initiate and maintain separate email conversations.

Emails sent to the Listserv are automatically broadcast to everyone subscribed to the listserv. This allows simultaneous communication with a large number of BCCPAC member parents.

For the benefit and enjoyment of all subscribers to BCCPACs listserv, it is important members adhere to a standard of behaviour and respect some basic rules. To this end, please read the following guidelines carefully.

If you have any questions do not hesitate to contact the listserv committee at listservinfo@bccpac.bc.ca

Membership:

Subscription to the list is limited to BCCPAC Directors, members of BCCPAC member PACs and DPACs, as well as BCCPAC Associate Members.

Before requesting listserv membership, BCCPAC parents are asked to read and agree with these guidelines.

To request membership please send an email to listservinfo@bccpac.bc.ca including your name, email address and details of the member PAC/DPAC you belong to.

Members wearing more than one hat within the education system (trustee, teacher, administrator etc. in addition to being a PAC member at a BCCPAC member school) are respectfully asked to carefully consider whether adhering to the BCCPAC listserv guidelines will be possible within the context of their other position(s). BCCPAC listserv members are expected to only post or comment within their role as a PAC/DPAC member.

Listsers members are expected to voluntarily unsubscribe from the list when they are no longer eligible for membership (i.e. no longer having children enrolled in BCCPAC member schools). Members will be unsubscribed if it is noticed they are no longer eligible.

Messages - general:

BCCPAC does not use the listserv as a replacement for official communication with members. Official communication may take place by newsletter, by postal service mailings or email sent directly to members.

The BCCPAC listserv is not a substitute for members' direct communication with BCCPAC's Board of Directors or the Society. Questions, comments and concerns regarding the work of



BCCPAC LISTSERV GUIDELINES

the Society or the Board of Directors should be directed to the BCCPAC office at #350 – 5172 Kingsway, Burnaby, BC V5Y 2E8 or emailed to info@bccpac.bc.ca

Messages – identify yourself and the subject of your post

Write a "Subject" line descriptive of the content of the message. If you are replying to a message, check if the subject line is still appropriate and change as necessary to reflect the content of your message. Listserv emails do not show the email address of the message author but the messages are not anonymous as information about the sender of each message is available within the email header and to the listserv administrator.

It is important to write your full name, PAC or DPAC name and school District within each message you post to the listserv. If you want people to be able to contact you off list be sure to include your email address within your message.

Messages – content

Please remember it is easy to misunderstand something written in an email. By following these rules and standards, you will contribute to a collegial listserv climate that encourages trust as well as friendly, informative and spontaneous discourse.

Think before you post. Do not post anything you would not show your children or post on a bulletin board in the middle of town! Once you have posted an opinion or information, you cannot retract it; it is now in the public domain and you have lost control over it – sometimes it is better to save a draft post and read it over later before posting.

BCCPAC's Listserv is un-moderated; this means members emails to the listserv are delivered directly to all members.

In order to keep the list useful (and not overwhelm everyone's inbox), it is important to only post pertinent messages to the list.

In addition:

1. The opinions expressed by listserv members do not reflect the opinions or policy positions of BCCPAC.
2. Members must not forward or redistribute listserv e-mails without the permission of the author (if the article or link is available to the general public, that part of the email can be redistributed as long as there is no reference to the individual who posted it)
3. Members are prohibited from posting or transmitting unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, profane or otherwise objectionable information of any kind, including, without limitation, any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, national or international law
4. Do not intentionally interfere with or disrupt other listserv members, network services, or network equipment. The following are prohibited: chain letters, propagation of computer worms or viruses, spurious virus warnings, and use of the network to make unauthorized entry into any other machine accessible via the listserv.

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BCCPAC LISTSERV GUIDELINES

5. The listserv is not to be used for commercial purposes.
6. BCCPAC cannot verify the content of postings for accuracy or be held accountable for message content. Parties submitting messages to BCCPACs listserv bear sole responsibility and liability for the content of their postings.

These conditions for participation may change at any time. BCCPAC will make reasonable efforts to communicate changes but be sure to review these guidelines periodically.

How to Use the Listserv:

1. Every new subscriber will receive a welcome email. Once this email is received please send a message to the listserv and introduce yourself when you join. Send the message to pacdpac@lists.bccpac.bc.ca. Include your full name, PAC or DPAC name and school district.
2. When replying to a message, paraphrase or quote selectively, rather than include original message in its entirety. This will save considerable space (bandwidth) for everyone who receives your message, and make your message easier to read.
3. Every posting should begin with a concise introduction to the topic, or make reference to the topic of a previous posting. There are often several “threads” of discussion going on simultaneously, therefore unreferenced posts can be confusing to readers.
4. Please only post attachments that you feel are necessary. All attachments must be PDF files and under ten pages in length. If you wish to offer an attachment to other members, include your email in your posting with an offer to share the document off-list.
5. Try to keep postings as brief as possible. Don’t cut and paste long articles or documents and email them directly to the listserv. Describe the article/document and include a link to the article/document. Alternatively, offer to email it directly to those interested.
6. Plain text is the most universally acceptable format for messages; messages formatted in HTML and/or with graphics may not be readable by all mail programs.
7. Avoid (or explain) jargon, abbreviations or colloquial (slang – local) language, that may be unknown to some members.

Listserv Oversight:

BCCPAC has established a ***Listserv Oversight Committee***. BCCPAC and the committee are committed to fair treatment of listserv members while protecting the integrity of the listserv community. The committee will verify listserv activity regularly.

The context and details of each case will be carefully considered. Dependant upon the severity of the misuse, the committee has discretion in its response. If a participant is not conducting him or herself in an appropriate manner, the following steps may be taken.

1. If the Listserv Oversight Committee agrees by consensus, an informal communication will be undertaken directly with the listserv member, with a reminder of the Guidelines, and an explanation of the concern(s).



BCCPAC LISTSERV GUIDELINES

2. In the event of a second incident, the member will receive a formal communication identifying the concerns accompanied by a summary of the details of the alleged violation(s).
3. A third violation will result in a 30 day suspension of listserv privileges. The member will receive written notice accompanied by a summary of the details of the alleged violation(s).
4. In the cases of continued repeat or an incident of extreme abuse the listserv may recommend to the BCCPAC board that the member be permanently banned from the listserv.

Additional resources:

FAQ's and some useful Netiquette guidelines are posted on the BCCPAC website. FAQ's - <http://www.bccpac.bc.ca/UserFiles/file/ListservFAQ'sSept2009.pdf>

Contact the Listserv Oversight committee with any questions or concerns - listservinfo@bccpac.bc.ca