

ACLCL Listserv Electronic Mailing List Policy

Revised 10/12/2015

The Alameda Community Learning Center uses Listserv technology for ease of communication between all members of our community. This service allows one to send e-mail messages to all ACLCL subscribers by simply sending an e-mail to the ACLCL-L Listserv, which then automatically sends the message to all current subscribers. No e-mail messages will be screened or censored before distribution to the list. The e-mail addresses that make up ACLCL-L are concealed from review, except by the list administrator. The ACLCL-L Listserv is for the exclusive use of the ACLCL community.

We hope that the community will enjoy its benefits, which include:

- Quick receipt of news about ACLCL activities
- Ease in soliciting volunteers to help with various ACLCL projects
- Quick and accurate answers to a broad array of questions you and others have about ACLCL
- Enjoyable e-mail discussions about topics de jour
- Access to a searchable archive of all discussions dating back to 2002
- Meeting others in the ACLCL community

Membership and Subscription Management

The Listserv is maintained for the exclusive use of individuals and families within the ACLCL community.

The ACLCL community is defined by the following groups:

- Currently enrolled Learners
- Currently enrolled Learners' parents and guardians
- Current Facilitators
- Current ACLCL Staff
- Current ACLCL Board
- Current CLCS Staff
- Current CLCS Board
- Former members of any of the above groups

In order to verify that subscribers are members of the community as defined above, we require that each subscriber is an individual identified by their true name such as "Jane Hawkbacker", or a family identified by family name such as "Hawkbacker Family". Subscription by an organization such as "Chess Club" will not be permitted, as we cannot easily validate or maintain contact with the individuals who are accessing that subscription.

Subscriptions are obtained by simply sending an email to listserv@netpals.lsoft.com with a blank subject line and the text

Subscribe AACLC-L Firstname Lastname

in the body as a single line. When the request is received by the List Administrator, s/he will approve the request on a provisional basis if a proper name has been provided.

On a regular basis (typically monthly), the list of new subscribers will be submitted to the school office to validate that the new subscribers are indeed members of the community as defined above. Any subscribers found not to be a member of the community will be unsubscribed.

In order to keep the list manageable with active subscribers, we will utilize the listserv Renewal feature. Annually, on August 15, a notice will be sent out to all subscribers to renew their subscription. Those not responding by August 22 will be automatically unsubscribed. Anyone wishing to re-subscribe at a later time is free to do so, as long as s/he still meet the community definition requirements.

Appropriate Use and Etiquette

- Proper Listserv etiquette is to reply directly to an individual, as opposed to the entire list, when your message is directed to that individual, unless you feel it has broader community interest. The default for the list is to return the message to the sender. If you wish to copy the entire community, you need to specifically address your response to 'AACLC@netpals.lsoft.com'
- Please do not utilize the Listserv for matters not related to ACLC. In particular, business advertisements or solicitations are not permitted.
- Please respect other subscribers of the listserv. The listserv is not moderated and comments made have no review before being sent to all subscribers. Subscribers are expected to exercise both common sense and courtesy in the messages they transmit over the listserv. Please do not use the listserv to defame or disparage a member of the community or any other person. Defamatory, harassing, sexist, racist, obscene, bullying, and other offensive communications are not acceptable. If you disagree with someone else's ideas, please communicate with the other person directly. While we hope these guidelines are sufficient, **abuse of the Listserv in this regard will result in a 3 month removal from the Listserv, and an in-person meeting with ACLC Staff will be required for reinstatement of the subscription.**
- Do not misrepresent yourself, or in any other way conceal your identity, or post anonymous messages on the listserv.
- Do not alter the content or source of a message that has originated from another person's computer with the intent to deceive.
- Please ensure that the messages you post to this list are appropriate for this list. Please do not engage in discussions on whether a topic is appropriate or inappropriate for this list. Such discussions take up valuable space on the listserv, and distract subscribers away from more meaningful discussions. If inappropriate postings or violations of the listserv are noticed,

subscribers should not inform the entire group, but should bring this information to the attention of the listserv administrator.

- Please use descriptive headings in the subject line for all messages that you post to the listserv.
- When asking questions, please request that individuals reply directly to you. After all the replies have been gathered, you may post a summary to the list. When replying to messages, do not reply to the entire list if a reply is directed at a single individual. Replying to the individual may be more appropriate. Replies of a personal nature should not be sent to the group.
- ACLC reserves the right to modify or change this policy to maintain the best interests of ACLC and the community it serves.

While we will work to constructively resolve any problems with adherence to the above guidelines, continued membership in the Listserv service will be at the discretion of the Listserv Administrators, who are charged with maintaining the best interests of ACLC and the community it serves.