

DeWitt Middle School PTA Announcement-Discussion List serve Guidelines

Welcome to the DeWitt Middle School PTA announcement-discussion list serve [DeWittPTA@yahoogroups.com]. Here are a few things you should know about how the list works. The guidelines are designed so that the list remains a useful method of communicating announcements and in discussing DeWitt Middle School issues.

Membership:

Membership on the list is restricted to DeWitt Middle School community's members or people eligible to become members, and requires approval by a list moderator who will ask for the prospective member's affiliation.

Content:

This list is meant for discussion of issues and events related to the DeWitt Middle School as well as for posting school and school-related community announcements.

Here are some examples of issues that should not be discussed on this list:

1. Announcement of events that have no relation to the DeWitt Middle School. For example, sending an announcement about the Ithaca Festival Parade wouldn't be appropriate, but sending an announcement about a DeWitt Middle School entry in the parade would be appropriate.
2. Political issues not related to education and children's welfare. These are important issues, but we shouldn't discuss them on this list.
3. No personal or commercial advertisements or solicitations are allowed on this list, except those related to fundraising for DeWitt Middle School.

If in doubt when sending an email, ask yourself if you are just trying to send a message to a lot of people? If so, then you probably shouldn't send to this list.

Behavior/Etiquette:

1. Conversation should remain civil and respectful at all times. Inflammatory language and personal attacks between list members will result in offending list members being placed on moderation or being asked to leave the list. Under no circumstance should list members send inflammatory or attacking messages to other list members privately, either. Please use the face-to-face daily rules your family taught you of "Treat others as you wish to be treated" and "If you have nothing nice or helpful to say, please keep it to yourself".
2. Please identify yourself in your messages with your full name. Only members of the list can see the messages.
3. Please do not forward messages sent to the discussion list to any other individual, group or other distribution list without express written permission of the original author of the message and any additional authors quoted in the messages. General announcements of DeWitt Middle School events are exempt from this guideline.
4. Under no circumstance may messages sent privately from one list member to another be referenced or forwarded back to the entire list without express written permission of the original author of the message and any additional authors quoted in the messages. This means that if you're having a private conversation with another list member off-list but you believe that the information being exchanged should be shared with the entire list, you MUST receive advance permission to quote or reference that private conversation before

bringing it to the list OR forwarding that private message to anyone else. If you have received permission, please mention this in the email.

5. When replying to list messages, either by email or at the group web site, please quote only a small section of the original message and trim out the rest by selecting and deleting the unnecessary sections. While this may seem like extra work to those receiving individual messages by email or reading posts online, it is much appreciated by those who subscribe to the digest (all the day's posts in one very large message) and would prefer not to have to slog through repeats of entire posts they've already read.

6. "Replies to" the DeWitt MS PTA list serve [DeWittPTA@yahoogroups.com] list-messages are sent to the entire list and not only to the author of the message. If you intend a reply to be private, make sure that you change the TO: heading on your email or your post from the board before sending. Because it can be easy to overlook this step, it's often safest to start an entirely new email rather than replying to ensure that your message is sent only to the recipient you intend. If you intend your message to go to the list but would like to address the sender in your salutation, then it is helpful to write something like this: "Dear John, and list members". In this way, readers are assured that the message was meant for the entire list.

7. To increase the likelihood that your message will be read and understood, keep it brief.

Receiving Messages:

1. There are three ways to read list messages: 1. by email in individual messages, 2. by email in daily digest or 3. online at the website.

2. You can change your preference at any time here (you'll need to sign in with your Yahoo ID first):

<http://groups.yahoo.com/group/DeWittPTA/>

3. Yahoo gives each member four delivery options:

a. INDIVIDUAL MESSAGES

Messages are delivered one at a time to your email inbox. This is the best option if you want to read and reply to the latest posts immediately.

b. DAILY DIGEST

Messages are delivered in batches of 25 or daily, whichever comes sooner. This is the best option if you want to receive fewer mail messages and don't need up-to-the minute posts in your inbox.

c. NO EMAIL/WEB ONLY

This option stops email message delivery completely, allowing you to read messages at the IHSPTSA-discuss group site instead of receiving messages by mail.

d. SPECIAL NOTICES

This option is similar to No Mail/Web Only because you will not receive normal group messages by email. You will, however, still receive Special Announcements sent by IHSPTSA-discuss moderators.

4. To read list archives (especially helpful for new members), visit the group site and click on "messages" on the left. Here is the address again: (<http://groups.yahoo.com/group/DeWittPTA/>)

5. You can unsubscribe at any time by sending an email to DeWittPTA-unsubscribe@yahoogroups.com or visiting this page: <http://groups.yahoo.com/group/DeWittPTA/>

If you have any questions about unsubscribing or changing your list delivery options, simply contact the volunteer list moderators at: DeWittPTA-owner@yahoogroups.com

Thanks for joining!

Your volunteer list moderators

March 29, 2011