

## Discussion Group and Email List Code of Conduct

In any community, everyone has expectations about mutual respect and acceptable behavior. To facilitate effective, respectful communications among the school community, the Redwood Day School Parents' and Guardians' Association (RDSPGA) has adopted the following guidelines for electronic communications delivered through online discussion groups and email lists to grade-level, class, committee, or RDSPGA groups. These discussion groups and email lists are meant to be used to communicate matters directly relevant to class, school, or child-related activities that are of interest to the people in the discussion group or on the email list.

Remember that discussion groups and email communications by nature are not private, they are public, and while the practice is discouraged by etiquette and these guidelines, they can easily be forwarded. Also, be aware that you are responsible for all of your communications and their content while using the discussion group or email list.

If an issue occurs with the communications of another person in discussion groups or email, please try to resolve the matter constructively by contacting that person directly, talking it through, using your own good judgment, and assuming the best intentions in others.

Do not post or send in any communications to Redwood Day School or the RDSPGA groups that is:

- Exclusive, such as an invitation to an event that does not include everyone on the discussion group or email list.
- Promotional (business, political, religious, or otherwise), including selling, advertising, or “offering” products or services to others; junk mail, “spam,” chain letters, contests; requests for signatures on a petition; announcements about causes or issues; or any other form of promotion or solicitation except as directly relevant to the school, the RDSPGA, or the children in the school.
- A defamatory, malicious, or disrespectful communication targeting race, gender, age, sexual orientation, religion, national origin, physical characteristics, or disability.\*
- Obscene, vulgar, harmful, insulting, threatening, abusive, harassing, defamatory, libelous, slanderous, untrue, a personal attack, or invasive of someone else's privacy.\*
- Swearing or other inappropriate language. If you have any doubt that a specific comment might be considered offensive by someone else, don't post or send it.\*
- Not yours to publish (because you did not create it or you don't have the legal right to publish it). Don't violate any copyright or other proprietary rights.
- Illegal; also, do not encourage others to do anything illegal.
- Otherwise counter to the general policies and guidelines of the school or the RDSPGA.

\*Note: Using misspellings, asterisks, or other symbols to represent the actual letters in a word or phrase that's listed above is not acceptable.

Also please don't:

- Quote someone else's communication (verbal, written, or electronic) without that person's explicit permission.
- Divulge private information about another person.
- Forward or post messages that someone has sent to you unless you have his or her permission.
- Use all capital letters in your postings – this is considered “shouting” online. It makes other people uncomfortable and is difficult to read.

For Redwood Day School's overall guidelines and policies, see the *Redwood Day School Handbook*.



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Parents' and Guardians' Association

*working together for our children*