



Friday, April 30, 2010

## **Listserv Usage**

FCMAT/CSIS hosts various listservs to enhance communications among K-14 administrators, staff members, and professionals in related fields. The listserv resources are tools used by members to share information easily via e-mail. When using a FCMAT/CSIS listserv, members should remember the following:

- Messages are not confidential, so good judgment should be used regarding message content.
- Any responses received are not intended to provide legal advice.
- Messages can and may be forwarded to individuals who are not subscribed to the listsery.
- Some subjects may not be appropriate for posting on a listsery, such as messages containing detailed information regarding specific individuals or situations.
- Use the listservs to gather general information, or, if necessary, present hypothetical situations for feedback.
- Some of the potential risks of listserv usage could include violation of the data practices act for releasing nonpublic data, defamation claims, and waiver of the attorney/client privilege.
- Members agree to indemnify FCMAT/CSIS against the potential risks identified above and any allegations of copyright and/or trademark infringement.
- Members assume for themselves, to the fullest extent permitted by law, expenses and damages in connection with claims against FCMAT/CSIS staff in connection with FCMAT/CSIS efforts to host and maintain the listservs.

## **FCMAT**

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Office of Kern County Superintendent of Schools Members will not use the FCMAT/CSIS listserv(s) for:

- Posting any defamatory, abusive, profane, threatening, offensive, illegal or nonpublic material.
- Posting any materials protected by copyright without the permission of the copyright owner.
- Solicitation or advertising based on political parties or affiliations.
- Posting jokes and/or entertainment-type messages.

Misuse of the FCMAT/CSIS listserv(s) could result in disciplinary action against the member(s) that may include the loss of rights to use the listserv(s). FCMAT/CSIS reserves the right to take any action(s) deemed necessary or prudent (including listserv moderation and/or removing offensive or allegedly infringing content) if it is believed that a member's message may create liability for FCMAT/CSIS.