

## New York State School Counselors Association Netiquette Policy

Participants in any of our NYSSCA listservs are encouraged to share information and opinions. The purpose of our listservs are: To serve as a communication venue for school counselors in New York State; and, to provide information, best practices and discussion on topics pertaining to school counseling. Our listservs are moderated and inappropriate posts will result in a warning. Repetition of the offense will result in removal from the list without further notice. Our netiquette policy follows:

- Use subject headings that accurately convey the topic you wish to discuss. Everyone is very busy and an appropriate subject heading may make the difference between someone reading your message or ignoring it.
- It is appropriate for newcomers to the listserv to send a message of introduction as their first message describing who they are, where they work, their position, and other information relevant to the listserv.
- Keep your messages as brief as possible, but be sure to include as much information as needed to get your point across. If you are replying to a previous message, quote sparingly.
- Use a brief signature block on all email—include your direct email address so that a participant can respond to you directly if they wish. Also include your webpage URL if you have one.
- Look carefully at your “TO” line when replying. If you mean to respond to one person and the listserv address is in the “TO” line, you need to change it to the individual’s address. You may inadvertently send a message to the whole group, that you meant for only one person. This is also why it is important to include your email address in your signature block.
- It generally is not appropriate to post to the entire list a message of personal nature intended for one person. Simply send such a message to the person him/herself.
- If you can respond to someone’s questions, do so via the listserv. Exchange of ideas and information is the lifeblood of the listserv and we treasure all responses.
- Avoid criticism of other people’s posts and opinions. This can lead to a “flame war” and hard feelings. If you must comment on an individual’s opinion, take it to private email and away from the listserv. Remember that you are talking to people on the other end of an electronic trail. Don’t say anything in email or on the listserv that you wouldn’t say in a face-to-face situation.
- Be careful when speculating (i.e. spreading rumors) as well as when using humor and sarcasm. All three can be easily misconstrued in an email/listserv environment.

- Re-read and re-edit your post before sending. Check for spelling and grammar mistakes.
- A gross violation of netiquette is to forward someone's email without their express permission, especially to a listserv. Never do it.
- Be careful when sending email attachments. There are limitations to many email systems in regard to the size of attachments, so if you have a large attachment that you want to share, you can describe it, and make it available to individuals who want to receive it. If you have an attachment that you want to share, send it to [Technology@NYSSCA.ORG](mailto:Technology@NYSSCA.ORG) and we will post it on our website at [www.nyssca.org](http://www.nyssca.org)
- No advertising. You are not allowed to use the listserv to send advertising material. Posting a chain letter is not appropriate. This refers to any type of chain letter, whether it is a money-making letter, a petition, or a "feel good" letter. After all, would you want to receive yet more spam email?
- Surveys for research or information must obtain prior permission from NYSSCA before any instrument can be submitted.
- Do not post any materials protected by copyright without the permission of the copyright owner.
- Do not post 'test' messages to the list. If you wish to confirm whether you are registered for the listserv, send a message to [Technology@NYSSCA.ORG](mailto:Technology@NYSSCA.ORG) to check out your membership.
- Do not send messages with little or no meaningful content, such as "I agree!" to the entire list. Send this type of reply to the sender of the original posting.
- Flaming, spamming, and other inconsiderate behavior will not be tolerated. This behavior may result in the person being removed from the listserv. Avoid using all UPPERCASE characters in your message. They are less readable and considered the email equivalent of shouting.

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