

E-Hernando Netiquette

Each mailing list evolves its own set of cultural guidelines, describing how to interact with other members. This is referred to online as "netiquette" and will vary from list to list.

Here are the guidelines that we have created for E-Hernando:

- 1) When sending a message, include a subject and provide the following information in your signatures at the end - name, agency, e-mail address, phone for direct contact.
- 2) Very important! Replies to the list-serve go to all users. Send personal replies to the person who posted the request and not to the entire list serve. Double-checking your "To" window will save you a lot of embarrassment and prevent you from annoying other members of the list serve. Never hit "reply" or your message will go to the entire list.
- 3) Keep messages brief and to the point. If you have a long document, post a description on the list serve and offer to send it to those interested. But please avoid posting "me too" and "I agree" messages. They create frustrating amounts of mail for people to read.
- 4) Reply to the entire list serve if everyone will benefit from the information. If you would like to thank someone for his or her response, please send your message directly to that person, not the entire list.
- 5) When sending a message, please make sure that the information you are sending is true. The purpose of the list serve is to share accurate information. Spreading rumors on E-Hernando will not be tolerated and will cause permanent removal from the list.
- 6) **The list serve is in no way to be used to promote political activities, viewpoints, etc. Any individual or entity that posts a message relating to the above will be automatically banned from the list serve.**
- 7) Resist the urge to "flame" someone. Flaming is harsh criticism intended to be destructive and hurtful. Treat others, as you would like to be treated. Flaming may result in exclusion from the list. And if you get flamed, ignore it.
- 8) Do not upload, post, email, transmit or otherwise make available any Content that is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable;
- 9) You may not post messages that harm minors in any way;
- 10) Do not impersonate any person or entity, including, but not limited to, a Yahoo! official, forum leader, guide or host, or falsely state or otherwise misrepresent your affiliation with a person or entity;
- 11) Do not forge headers or otherwise manipulate identifiers in order to disguise the origin of any Content transmitted through E-Hernando;
- 12) Do not upload, post, email, transmit or otherwise make available any Content that infringes any patent, trademark, trade secret, copyright or other proprietary rights ("Rights") of any party;
- 13) Do not upload, post, email, transmit or otherwise make available any "junk mail," "spam," "chain letters," or "pyramid schemes."
- 14) Do not upload, post, email, transmit or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
- 15) Be respectful of the opinions of others.
- 16) Do not use offensive language.
- 17) Try to refrain from using all capital letters in your messages. This is considered the same as SHOUTING and is not appreciated by others.
- 18) Last but not least, remember that nothing is ever confidential or private when using the web to communicate. Double-check your message before sending it. If it contains personal or confidential information it might be better to use another form of communication.

These guidelines are meant to reduce frustration, not create new ones. 2-1-1 Tampa Bay Cares reserves the right to moderate, remove and/or ban any member of E-Hernando for violation of any of the above guidelines. On the same note, if you have a problem with some of the messages on the list, the only thing you can do is e-mail the list moderator (micheled@211tampabay.org) or the person sending the messages. Sending complaints to the entire group will not solve the problem.

E-Hernando is and should be a fun and easy way to learn about local health and human service activities in Hernando County Florida.

LIST OWNER, MANAGER AND MODERATOR

2-1-1 Tampa Bay Cares, Inc. is the owner of E-Hernando and reserves the right to remove any individual that violates any of the guidelines listed above. 2-1-1 Tampa Bay Cares reserves the right to make changes to the guidelines above as necessary. Any changes will be publicly posted to E-Hernando.

November 15, 2011