

## **Posting Policy for Campus Group and Community Post**

Since the creation of the Campus Group and Community Post email distribution lists, from time to time inappropriate uses of Campus Group and Community Post have occurred. In these instances we have communicated with the individual sender. So that everyone understands appropriate use for each venue, we are now providing the following policy on usage. Please take a moment to review this policy carefully. We have confidence that following these changes will make our communications more effective, and further enhance our sense of community.

### Use of Campus Group

Posting to Campus Group is limited to official Pacific McGeorge related business that is of concern to the entire McGeorge community. Announcements of training, personnel changes, campus meetings or events are examples of acceptable uses. Announcements must be approved by the Director or Assistant Dean of a Department prior to distribution. If an inappropriate message is posted on Campus Group, it will be retracted by IT at the direction of the Dean's Office, and the sender notified. If its content is appropriate for Community Post, it can be resent to that distribution list.

### Use of Community Post

Community Post was created to be a means for members of the Pacific McGeorge community to share information not related to the law school's business, but rather, of a more personal nature -- notices of community events, information on available tickets, lost and found, referrals for resources to meet individual needs, etc. Only messages of this nature are to be sent out using the Community Post distribution list.

Uses for which Community Post would not be appropriate include:

- Solicitation of ongoing business for personal gain
- Unsolicited and unauthorized mass email (spam)
- Offensive or threatening language
- Obscene material or language
- Infringement on others' privacy
- Interference with others' work
- Copyright infringement
- Illegal activity
- Solicitations to support political organizations
- Personnel matters
- Official organizational matters
- Uses that violate University policies or guidelines. This includes but is not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment
- Pending legal actions involving the University or its officials

- Discussion of political or religious positions or any discussion imposing one's view inappropriately on others

Community Post is not a vehicle for complaints about administrative decisions. Such matters are to be handled through established University channels.

We expect that users of Community Post will use this service in a professional, polite, and community-minded way. If an inappropriate message is posted on Community Post, please understand that it will be retracted by IT at the direction of the Dean's Office, with the sender notified.

University policy prohibits the use of University property for illegal purposes and for purposes not in support of the mission of the University. Violators of these guidelines and/or University policy may be subject to disciplinary action.

If questions arise after reviewing this policy, please contact Human Resources.