

Code of conduct

The Woods Learning Center mailing lists are tools best used to disseminate information. When using any of the WLC mailing lists, please follow these rules:

1. Do not send spam or other advertising.
2. Mail to the group should be of broad interest to the group as a whole. Make sure that you are using the proper list, e.g. topics of interest to the primary pod only should be sent to the primary pod only.
3. Avoid sending large attachments.
4. Do not quote messages that were sent to you by other people in private mail, unless agreed beforehand.
5. Do not flame; it is not polite. Postings that could be construed as defamatory, libelous, or offensive to individuals, organizations, or institutions should not be posted.
6. Membership on this list constitutes an undertaking to abide by these ground rules and to be considerate of other members when posting mail to the list.
7. Violations of these rules may result in suspension of your mail list account.

Guide to Netiquette

- Save the welcome message that you receive when you join the list. It tells you how to subscribe and unsubscribe.
- Avoid posting "Me Too" messages to the group, i.e. short replies to the whole list just to say that you agree or had a similar reaction or experience. Direct these to the specific individual.
- All mail to WLC mailing lists should be directly related to the list used.
- Take care in what you write. Remember that many people will read your post.
- Consider your audience. Email always sounds harsher than it is because there are no accompanying gestures or facial expressions.
- Try not to give offense or be easily offended yourself. When you make your points keep your tone polite. Respond to the issues not to the personal attributes.
- Flaming means sending harsh, abusive mail. It includes such things as name-calling, public criticism of another member of the group, personal attacks, baiting, raising issues, or responding to posts in a deliberately inflammatory manner.
- Disagreements with another person should be moved to private email and off of the list.
- Never repost private email to the mailing list without permission of the original author.
- Don't post your phone number or address to the list without understanding the potential consequences. It is better to send personal information by private email.
- If you are forwarding mail that is of general interest or educational value, please delete unnecessary characters and header information in the forward list (clean-up the email).

Thank you for your contribution to our unique and wonderful community.