

Listserv Policy

For some context, <ALL-LAW-STUDENTS@listserv.it.northwestern.edu> is owned/controlled by students and administered by the SBA. The law school administration does not monitor it and has no say in the management of the listserv or who can access it, and we'd like to keep it that way. Sending emails on the listserv is a great way to publicize student events, inform your classmates about career/networking opportunities, let your classmates know that you are selling something, or provide some humor.

But keep in mind there are over 1000 people on the listserv. Don't send something on the listserv that you aren't comfortable with being available to over 1000 classmates and future colleagues. A good rule of thumb is don't send anything you wouldn't want a potential employer (or your grandma) to read.

Because there are over 1000 people on the listserv and the volume of email can get large, we want to make it as easy as possible for individuals to properly filter incoming messages. Accordingly, the SBA instituted an **email subject line tagging protocol** that we ask everyone to observe.

In general, if you send an email to the listserv, either on behalf of a student group or in your capacity as a human, it should include a legitimate tag of some kind. Here are the tags and when they should be used:

-[SPAM] (or [spam]--not case sensitive): Any email that is not pertinent to a student group or journal, or does not involve the law school, or is personal in nature should be tagged with "[SPAM]" in the subject line (other than selling books). If you include a [SPAM] tag, you do not need to apologize for the spam in the body of the email. On the other hand, apologizing for spam in the body of an email without a spam tag does not ameliorate the lack of tagging.

Examples of emails that should include a [SPAM] tag include, but are not limited to:

Looking for a lawyer emails, any event not associated with the law school or student group, any personal email, and any email selling or publicizing anything other than books for or by an individual or outside group.

-[Craigslist]: Any email where you are selling something *other than books* (furniture, tickets, etc) should also include a [Craigslist] tag. **IMPORTANT: Any [Craigslist] tagged email should also have a [SPAM] tag as well.**

-[Books]: Anyone selling books on the listserv must include a [Books] tag. [spam] and/or [craigslist] are NOT necessary. BUT consider just using the spreadsheet linked to below for all your buying/selling needs!!

https://spreadsheets.google.com/a/nlaw.northwestern.edu/spreadsheet/ccc?key=0AkECCKo0ipa3dGMwMXdtam1zLXp4a05KdlJZZnBJZ2c&hl=en_US&authkey=CN-ay5oG#gid=0

-[Lost] and [Found] (advisory): For use when you lose or find something of value (usually at the law school). If you find something and drop it off at admin services (where lost and found is located), you do not need to send an email to the listserv saying that you did so. If it's valuable (like a phone) and you feel like brokering the exchange to make sure the right person gets it, then by all means use [Found]. **NOTE: [SPAM] tag**

should also be used in these emails (they are personal in nature). These tags are advisory. As long as there is a [SPAM] tag then protocol is followed, but also including the [lost] or [found] tag is considerate to individuals who can see the tag and then delete immediately if they know it does not apply to them.

-Student Group Tags. Each student group (and journal) has a tag. If you are interested in setting up a filtering/labeling system for student group emails I have attached a word document with student groups/journals and their tags. If your student group is not on this list please email me! Whenever an individual sends an email to the listserv on behalf of that group, the email should include the proper tag.

Note on (intentional) alteration of tags or creation of new tags: Using [Sp am] or [Spaam] or making up a tag that doesn't exist and no one could filter for like [I'm a 3L] is a violation of the listserv tagging protocol.

In addition to the tagging protocol it is important to be respectful of your classmates, both in the content of the emails you send, and the volume of emails you send. If you have to ask if the content of an email is offensive to individuals or groups, it probably is. Don't send it. If you think the volume of messages you are sending may be too much, it probably is.

Do not abuse the listserv. The Honor Code does not cover personal conduct, but the University at large has a personal conduct policy (attached, in relevant part, at the bottom of this email). This means that any dispute that cannot be resolved between the SBA and an individual regarding listserv abuse would be judged by undergraduate student representatives.

Abuse of the listserv

There are consequences for abusing the listserv. Consequences for listserv abuse start with a friendly reminder. **One missed tag will not get you booted off the listserv but repeated violations or offensive content can lead to a temporary restriction of use (anywhere from a day to a month or longer depending on severity of offense). In the past, listserv abusers have even been completely banned from the listserv.** While this is not an outcome anyone wants, it will happen if you send offensive content or repeatedly violate listserv protocol.

Finally, starting now it will be the practice of the SBA to resend these policies at least once a semester to remind students of the protocol.

- 1.(taken from Northwestern Student handbook p. 33. Full text can be found at <http://www.northwestern.edu/student-conduct/conduct/handbook.html>)
- 2.Expected behavior. Each community member is expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community.
3. Unacceptable behavior. Demeaning, intimidating, threatening, or violent behaviors that affect the ability to learn, work, or live in the University environment depart from the standard for civility and respect. These behaviors have no place in the academic community.