

Community Rules & Etiquette and Privacy Guidelines

Thank you for being part of the NASPAA Online Community. To ensure the best possible experience for all members, we have established some basic guidelines for participation.

By joining and using this community, you agree that you have read and will follow these rules and guidelines. You also agree to reserve discussions and shared files and content to that best suited to the medium. This is a great medium with which to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation. Questions should be directed to our member services department via the Contact Us link on this site.

Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact the member services department. In order to preserve an environment that encourages both civil and fruitful dialogue, we reserve the right to suspend or terminate membership in this community for anyone who violate these rules.

Rules

Remember that NASPAA is a non-profit and non-partisan organization whose twofold mission is to ensure excellence in education and training for public service and to promote the ideal of public service. Discussions within this online community should benefit NASPAA, its members, and its mission as a whole.

Always allowed:

- Asking for or offering guidance, advice, support or help. NASPAA's biggest strength is its community and network of brilliant individuals. Working together towards NASPAA's mission is allowed and ENCOURAGED!
- Contributing news and ideas relevant to NASPAA's mission.
- Promoting NASPAA programs and benefits to share success stories and encourage other members to participate. We always love seeing pictures from our event hosts and of new Pi Alpha Alpha student inductees.

Allowed but must first be screened and approved by a NASPAA team member:

- Surveys can only be posted by the NASPAA team.
- Job announcements can be posted to the General NASPAA group only, with the exception of Career and Admissions-related jobs, which can also be posted to the corresponding group. Job listings can ONLY be posted after they have been listed on Publicservicecareers.org.
- NASPAA has sometimes used its network to collect and provide aid or assistance to schools that have been hit by a natural disaster. Notify a NASPAA team member or email naspaa@naspaa.org if this is of interest to you.

Prohibited:

- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- Promoting oneself or one's institution for financial personal gain or to further one's agenda is prohibited.
- Content with no relevance to NASPAA or its mission.

Each NASPAA committee and section will have its own "community" from which to operate. Committee discussions will be private, and posts will automatically be archived. Section discussions will be public to the NASPAA membership. Both committee and section discussions will have access to a file share library to store operating guidelines, charges, notes and more. The same codes of conduct and rules of respect and relevance apply to both committees and sections in their discussions and use of the file-share library.

General Etiquette

Respect others. Focus on the content of posts and not on the people making them. Please extend the benefit of the doubt to newer guests and members; there's no such thing as a stupid question.

Respect the purpose of the community. Use the community to share successes, challenges, constructive feedback, questions, and goals instead of products or services that you provide. If you've found a product or service helpful, please share your experience with the group in a respectful way.

Use caution when discussing products. Information posted on the discussion groups and in the libraries is available for all to see, and comments are subject to libel, slander, and antitrust laws.

Respect intellectual property. Post content that you have personally created or have permission to use and have properly attributed to the content creator.

When posting items in our collaborative environment, please indicate if the item is not available for reuse. It's also advisable to contact the owner of any material if you would like to reuse it.

Post your message or documents only to the most appropriate communities. This helps ensure all messages receive the best response by eliminating "noise."

Discussion Group Etiquette

State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.

Send messages such as "thanks for the information" or "me, too" to individuals, not to the entire list. Do this by using the "Reply to Sender" link in every message.

Do not send administrative messages, such as "remove me from the list," to the group. Instead, use the web interface to change your settings or to remove yourself from a list. If you are changing email addresses, you do not need to remove yourself from the list and rejoin under your new email address. Simply change your settings.

The Legal Stuff

This site is provided as a service for the members of [Tenant.TenantFullName]. [Tenant.TenantFullName] is not responsible for the opinions and information posted on this site by others. We disclaim all warranties with regard to information posted on this site, whether posted by [Tenant.TenantFullName] or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall [Tenant.TenantFullName] be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants [Tenant.TenantFullName] and users of this site the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

[Tenant.TenantFullName] does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any

inappropriate posting is brought to the attention of [Tenant.TenantFullName] we will take all appropriate action.

[Tenant.TenantFullName] reserves the right to terminate access to any user who does not abide by these guidelines.

Privacy Policy

Any personal information you provide to us, including and similar to your name, address, telephone number and e-mail address, will not be released, sold, or rented to any entities or individuals outside of our organization except as noted below.

With Whom Do We Share the Personal Information We Collect Through This Site:

Our Service Providers

We may share your personal information with companies (including our affiliates) that perform services on our behalf, for example, companies that help process credit card payments. Our service providers are required by contract to protect the confidentiality of the personal information we share with them and to use it only to provide specific services on our behalf.

Business Transfers

Your personal information may be transferred to another entity (either an affiliated entity or an unrelated third party) in connection with a merger, reorganization, dissolution or similar corporate event. If such a transfer were ever to occur, the acquiring entity's use of your personal information will still be subject to this Privacy Policy.

Government and Legal Disclosures

We may disclose the personal information we collect through this Site, when we, in good faith, believe disclosure is appropriate to comply with the law (or a court order or subpoena); to prevent or investigate a possible crime, such as fraud or identity theft; to enforce our Terms and Conditions or other agreements that govern your use of this Site; or to protect the rights, property or safety of our company, our users, or others.

External Sites

We are not responsible for the content of external internet sites. You are advised to read the privacy policy of external sites before disclosing any personal information.

Cookies

A "cookie" is a small data text file that is placed in your browser and allows us to recognize you each time you visit this site (personalization, etc). Cookies themselves do not contain any personal information, and we do not use cookies to collect personal information. Cookies may also be used by 3rd party content providers such as news-feeds.

Remember The Risks Whenever You Use The Internet

While we do our best to protect your personal information, we cannot guarantee the security of any information that you transmit to us and you are solely responsible for maintaining the secrecy of any passwords or other account information. In addition, other Internet sites or services that may be accessible through our site have separate data and privacy practices independent of us, and therefore, we disclaim any responsibility or liability for their policies or actions. Please contact those vendors and others directly if you have any questions about their privacy policies. For any other information, please contact us using the [Contact Us](#) page.