

Case Western Reserve University – School of Medicine
Listserve Acceptable Usage Guidelines
July 14th, 2009

By subscribing to any Case Western Reserve University, School of Medicine (“Class”) listserve, users agree to the terms and conditions contained in these guidelines. These guidelines may be modified from time to time and such modifications shall be effective upon their posting to the Committee of Student Representatives (CSR) website at <http://casemed.case.edu/csr/documents.html>. Revisions to these guidelines will be noted in the date listed above.

1. Class listserves shall not be used to advertise products or services unless such product or service is specifically sponsored by the Class or otherwise approved by the Class. This prohibition includes notices of commercial board review services or related programs sponsored by any entity other than the Class. Any such announcement or advertisement, if made, should be made only by the acting CSR President after such item has been submitted for pre-distribution review.
2. Messages posted to a Class listserve should be limited to the issues and business of the committee or entity for which the listserve was established. Do not make postings that are off-topic from the listserve's focus area. If another person posts a comment or question that is off the subject, do NOT reply to the list and keep the off-subject conversation going publicly.
3. Do not send inflammatory messages or messages containing personal invective. No profanity, vulgarity, or derogatory, defamatory, abusive, threatening, offensive, or illegal remarks are appropriate.
4. Do not post commercial messages including, but not limited to, messages offering or seeking any kind of business relationship, soliciting contributions or soliciting membership or subscription to any resource not offered by the Class. Registered groups and clubs are exempt from this directive.
5. Do not use the listserve as an avenue to sell items (e.g. books, review materials, etc.). Please keep such postings confined to the forums at <http://casemed.case.edu/forums>
6. Be extremely judicious in your use of the "reply to all" button. If you are replying with a message that just says “thanks for the information,” a request to receive a copy of what someone has offered to share, or simply to agree with someone (such as “me, too”), do not reply to the entire group. Instead, send your response directly to the e-mail address of the person who posted the message.
7. Use discretion when forwarding a long mail message to a Class listserve. It's preferable to reference the source of a document and provide instructions on how to obtain a copy. If you must post a long message, warn the readers with a statement at the top of the email body.
8. Do not re-post an entire e-mail only to add a short response.
9. Do not post the same or similar message to multiple Class listserves without clear relevance to each class.
10. Do not post personal email to a Class listserve without the express permission of the original email's author.
11. Do not post to any Class listserve any message, data, information, text or other material ("Content") that is unlawful, libelous, defamatory, obscene, pornographic, indecent, lewd, harassing, harmful, invasive of privacy or publicity rights, abusive or otherwise injurious to third parties.
12. Do not distribute through any Class listserve any Content that would constitute or encourage a criminal offense, create any liability or violate any local, state, national, or international law or regulation. This includes statements regarding file sharing of copyrighted materials.
13. Do not impersonate any person or entity or otherwise misrepresent your affiliation with a person or entity or interfere with other users of the listserve.
14. Do not distribute through any Class listserve any Content such as promotional materials, chain letters or letters relating to pyramid schemes, advertising or solicitations for funds, political campaigning, mass mailings, any

form of unsolicited commercial or promotional email ("spam") or an offering of lawful or fraudulent goods, services, schemes or promotions.

15. Do not disseminate through any Class listserv harmful content including without limitation, viruses, Trojan horses, worms, time bombs, zombies, cancel bots, or any other computer programming routines that may damage, interfere with, surreptitiously intercept or expropriate any system, program, data or personal information.

16. Any requests regarding administrative tasks such as being added or removed from a list should be made to the appropriate area, not the list itself. Visit the CSR document website for information on how to address administrative tasks. Visit <http://casemed.case.edu/csr/documents.html> for listserv instructions or contact the active Technology Representative.

17. Remember that all listserv exchanges are public domain.

18. Users of a Class listserv may be held individually liable for any communications they send through the listserv, including but not limited to defamatory, discriminatory, antitrust, anti-competitive, false or unauthorized information.

19. Logos and tag lines used as part of a signature or otherwise included in an email posted to any Class listserv should be discrete and of a size, placement, and description as normally used by the sender and should not be disproportionately large.

20. Users of a Class listserv also must comply with all state and federal copyright, trademark and patent laws and regulations. By posting material on a Class listserv, the posting party warrants and represents that it owns the copyright with respect to such material or has received permission from the copyright owner. It is a violation of Class policy to post information that is not original unless it meets the 'fair use' guidelines of copyright law, or unless the user has received permission to reproduce such information from the original source. If there is any question as to whether a particular transmission contains information in violation of federal copyright law, the user should not post that information on any Class listserv.

21. By using a Class listserv, users agree to indemnify, defend and hold harmless, the Class and its subsidiaries, affiliates, officers, agents, and parent from and against all loss, claims, demands, causes of action, liabilities, expenses, including reasonable attorney's fees and costs arising from any claim arising out of or resulting from in whole or part any breach of these guidelines by the user or any omission or act taken by the user. In no event will the Class be responsible to the users for any indirect, consequential, special or punitive damages or losses users may incur in connection with any Class listserv or any of the data or other materials transmitted through or residing on any Class listserv, even if the Class has been advised of the possibility of such damage or loss.

THE CLASS ACCEPTS NO RESPONSIBILITY FOR THE OPINIONS AND/OR INFORMATION POSTED ON OR THROUGH ANY CLASS LISTSERV.

CSR may, but does not assume the obligation to, monitor discussions taking place through any of its listservs. CSR reserves the right, but does not assume the obligation, to investigate any violation of these guidelines. CSR may seek to remove any user from any or all Class listservs for violation of these guidelines. Further, CSR reserves the right, but does not assume the obligation, to temporarily suspend a listserv in circumstances where, inter alia, a "flame war" is emerging.

For additional information, you may contact Sareen Shah, the Committee of Student Representatives, Technology Representative at sxs871@case.edu.