NCCOSANET

The ListServ for Members of the North Carolina Council of School Attorneys
NCCOSA@WCSR1.WCSR.COM

<u>NCCOSANET PROTOCOLS</u>

NCCOSANET is an electronic mailing and communication service, conducted through the Internet, of the North Carolina Council of School Attorneys (NCCOSA). The primary purpose of NCCOSANET is to facilitate communication and the sharing of information expertise and ideas among the members of NCCOSA. The ListServ also will be used to announce NCCOSA meetings, conferences, publications and other items of general interest.

Please take time to read the following NCCOSANET protocols before you begin activity on the ListServ.

1. When posting an inquiry or a response to the NCCOSANET**,** always include your name, e-mail address, institutional affiliation, telephone and fax numbers in the body of the message so that other members may communicate with you using other methods besides NCCOSANET. Your name, as it appears in the "header" of a Net-wide posting, cannot always be easily translated if a private response is desired.

2. Limit your postings to one subject at a time and include a meaningful "subject line" if allowed by your computer system. A good "subject line" makes responses more relevant and makes finding your question much easier.

3. Please do not repeat or copy the question in your response unless absolutely necessary. Such repetition clogs the mail of network members with material they have already read. When quoting another person, edit out whatever is not directly relevant to your submission.

4. When you have an answer to a substantive question posed or a comment about a proposed analysis, it is proper to share it (along with any relevant citations) with all members of NCCOSANET. You can then offer more substance to those who inquire of you through individual Internet contact or telephone. Responses that are of interest only to the individual requester (such as requests for copies of policies) should be sent by direct communication, rather than sending to the entire ListServ.

5. <u>NCCOSANET is not a confidential means of communication</u>. While only the members of NCCOSA will be permitted access to NCCOSANET, remember that NCCOSANET messages, and indeed all Internet messages, are "forwardable." Never send anything via NCCOSANET that you would not share with opposing counsel. Private responses or messages should be sent to an individual's e-mail address, not to the NCCOSANET administrator address. If you forward a message outside of NCCOSANET, first delete all identifiers, including headers, footers and non-relevant portions of the text.

NOTE: Your reply to a message forwarded to you from NCCOSANET will automatically be forwarded by the ListServ to all subscribers. If you intend to reply to only one person, please confirm and respond to their individual e-mail address, not to the NCCOSANET administrator address, which may appear in the "To" line.

6. NCCOSANET is intended to be a forum where the discussions are pleasant and professional. General discourteousness, personal attacks, etc. are discouraged. If you differ with the position being taken by another attorney, please do so politely. Remember that not all members of the ListServ know these protocols equally well--we are all at different stages of technological proficiency.

7. Be brief and precise in your postings. Remember that the written word shows no emotion, so humor, cynicism, or slang usage should be used with caution. You are asking another professional to make a gift of his or her time and knowledge. Make sure your query clearly states the exact question that you want answered.

8. Do not use NCCOSANET for commercial or proprietary work. Advertising is not welcome.

9. Don't be embarrassed to ask a question or share an answer or observation. A primary reason for NCCOSANET is to share resources and knowledge.

10. NCCOSANET is for the benefit of NCCOSA members and should not be used as a research service for non-members. Do not post a message or inquiry that will call upon subscribers to share their time and expertise on behalf of a non-member.

If you have technical questions or want to be deleted from the ListServ, please click here to contact us.