

BCSC Electronic Bulletin Board Policy and Procedures

BCSC has implemented an electronic Bulletin Board where employees can post a variety of informational messages.

How to Subscribe

Any BCSC employee with a GroupWise account may subscribe to the Bulletin Board. Employees subscribe to the list by sending an email to "bulletin board manager" with the subject of SUBSCRIBE. No additional text is required. Requests will be processed within 48 hours.

*****Important Note*****

In order to ensure standards of appropriateness and consistency, the following policies have been developed. These policies address what can be posted, the process for posting the messages, and how administrators will deal with misuse of the Bulletin Board.

Appropriate Messages

The Bulletin Board is intended to serve as a way for communicating certain non-work related messages to a wide audience of interested persons.

Messages must meet the following criteria to be considered appropriate:

1. The content of any message posted to the Bulletin Board must be appropriate for the workplace environment.
2. The Bulletin Board may not be used to solicit business or advertise products or services that could be considered a second job. Examples would include advertising cosmetics or offering to serve as a real estate agent for people's houses.
3. Advertisements for not-for-profit organizations not directly associated with BCSC may be posted, but must be approved by the Superintendent or an Assistant Superintendent. Examples would include the Kiwanis rose sale, the Girl Scout cookie sale, or Boy Scout popcorn sale.
4. Individuals may advertise personal items such as a car, house, or household item for sale on an occasional basis, but no individual may post more than one such advertisement per month.
5. Individuals may advertise personal services such as baby sitting or summer lawn mowing once a year.
6. Messages must consist only of text. Attachments such as pictures, music, spreadsheets, or documents are not permitted.
7. Every message must clearly identify the person posting the message and provide the receiver with information for contacting the person posting the message.
8. The Bulletin Board may not be used for any message that would otherwise violate BCSC's established policies concerning acceptable use of BCSC computer resources.

Audience

The BCSC Bulletin Board is intended for non-work related messages that might be of interest to employees in multiple buildings. Messages directed to the employees in the sender's building are outside the scope of the Bulletin Board.

The Bulletin Board should not be used for messages that are related directly to employee welfare or that are work related since not all employees would receive the message. These messages should be broadcast to all employees through normal GroupWise building lists and must have prior approval of the Superintendent or an Assistant Superintendent. Examples include information about health programs such as flu shots or a general notice for a coaching position.

Misuse and Consequences

Individuals who send inappropriate messages or messages that do not meet the guidelines above will be referred to their building leader and will be blocked from posting further messages on the Bulletin Board. Bulletin Board messages that violate BCSC's Acceptable Use Policy will be treated just as any other message and could result in disciplinary action for the sender.

Subscribing to the Bulletin Board

Any BCSC employee with a GroupWise account may subscribe to the Bulletin Board. Employees subscribe to the list by sending an email to "bulletin board manager" with the subject of SUBSCRIBE. No additional text is required. Requests will be processed within 48 hours.

Unsubscribing from the Bulletin Board

Employees may unsubscribe from the Bulletin Board by sending an email to "bulletin board manager" with the subject of UNSUBSCRIBE. No additional text is required. Requests will be processed within 48 hours.

Posting a message

Any employee may post a message by sending it #BCSC_Bulletin_Board. Messages sent to #BCSC_Bulletin_Board will be automatically distributed to all subscribers. BCSC has policies in place that govern the type and nature of messages that may be posted.

Message Preface

The following paragraphs will automatically be added to your message before it is sent on to the #BCSC_Bulletin_Board list.

The following message was sent to the #BCSC_Bulletin_Board. You are receiving this message because you opted in this mailing list. If you wish to unsubscribe from this mailing list, please send your request via email to the user, "bulletin board manager". Please note that it may take up to 48 hours for your request to be processed. You will receive a confirmation email when you have been removed from the list.

The Bartholomew Consolidated School Corporation has not reviewed the information contained in the following message for accuracy or completeness. The statements and opinions made in the following message are solely those of the author. Bartholomew Consolidated School Corporation neither endorses nor subscribes to the ideas, products, services, or statements in the message.

Thank you.