

SUNY COA List-Serve Acceptable Use Policy

The State University of New York Computing Officers Association (“COA”) provides a community list-serve known as “coa-l” (“The List”) to support professional dialogue among members of COA.

The Acceptable Use Policy is intended to guide the professional focus and educational value of subscriber interactions. The policy reflects the wishes of COA members. Your observance of them will enhance the quality of the experience for all.

Queries and dialogue should be focused on technology issues inclusive of the technologies themselves, the management of technologies and management of IT organizations.

Discussion should be conducted in a courteous, professional tone at all times. Non-SUNY individuals or organizations are never allowed to participate in list discussion.

List Etiquette:

- All postings should be signed with the subscriber's name, institutional affiliation, and e-mail address. Members of the COA Executive Council should identify themselves as such. We do not recommend the use of vCards or other attachments.
- Postings should not be written in all-capital letters or marked as or "Important."
- Personal messages should be sent directly to an individual's e-mail address, not to The List.
- Remember: When you use the REPLY function, you are replying to the entire list. Check the TO field one more time before you SEND!
- Members may make occasional use of The List to announce noncommercial conferences, publications, and other resources of general interest to other subscribers. The subject line should clearly identify the topic of the message; the message body should be kept short and should contain contact information for more details.
- Direct questions about vendor products are acceptable if made in the context of a request for information or for others to share their experience with said product. At no time should The List be used to promote vendor products, services or events.
- No email should be forwarded to The List from a representative of a vendor for the promotion, advertisement or sale of company products, services or events.
- Vendors who wish to communicate with SUNY COA members must do so in direct, non-list email or phone contact.
- Members may post job openings at SUNY institutions with appropriate link(s) and/or contact information provided. Job postings for positions external to SUNY are prohibited.

- As posts to The List are intended for discussion within the community, no posting to the list may be quoted off list in any document, correspondence, or publication external to SUNY, without the explicit email consent of the poster.
- Informal professional opinion or use surveys are acceptable but should be brief and should encourage off-line responses. In keeping with the educational spirit of the group, you are encouraged to share a synopsis of any information you gather.
- Obscenity, profanity, threats, discriminatory or inflammatory language used on The List are not acceptable. It is not acceptable to use The List to conduct or forward contests, pyramid schemes, or chain letters.

Disclaimer:

All posts to The List are the sole opinion of the individual COA member posting to The List and are not necessarily those of their institution, SUNY or COA. COA neither expresses an opinion about nor endorses list postings, vendor products, services or events. COA is not responsible for the opinions expressed on The List.

If you as a COA member and list subscriber are concerned that The List has been used in an inappropriate manner, you are welcome to direct your respectful complaint or protest directly to the offending subscriber or to any member of the COA Executive Council. Please do so through private correspondence, rather than aggravating the situation by posting back to The List.

List Moderation:

The List does not have a designated moderator. As a community of technology professionals we trust our membership to adhere to the Acceptable Use Policy and to encourage peers to do so as well. As necessary, the COA Executive Council will contact those who violate the policy with guidance on proper use of The List. Individuals who continue to disregard and violate the policy may be blocked from subsequent participation in The List.