

Online Discussions Netiquette & Terms of Use

Use

The Academy of Nutrition and Dietetics (the Academy) manages electronic mailing lists (EMLs) to promote networking & sharing of info & expertise among DPG members. Opinions expressed by subscribers to the ON DPG EMLs are not necessarily the views of the Academy, and the Academy is not responsible for info posted by subscribers. The Academy may occasionally monitor the content of messages, *but does not edit postings prior to a message being posted*. ON DPG EML subscribers must use professional judgment to evaluate the appropriateness & nature of all info posted.

Usage Guidelines

The following Guidelines are preserve the purpose & intent of the ON DPG EMLs. Anyone who participates in the emls is expected to read & abide by the Guidelines. **Any breach of these Guidelines will be grounds for removal from the ON DPG emls.**

All ON DPG EML subscribers must conduct themselves with professionalism, courtesy & respect. No one may engage in personal attacks or criticism that has the effect of insulting any individual. Inflammatory comments, taunting, & baiting are prohibited.

The following topics & subject matter are NOT ACCEPTABLE & MUST NOT APPEAR in ON DPG EML messages: (These may be a violation of the Academy's Code of Ethics):

- **Discussions on price, fees, salary, wages, or reimbursement (\$ amounts)**
- **Abusive, threatening, defamatory or libelous comments**
- **Porn, obscene or sexual materials or references**
- **Inappropriate comments or references to race, gender, religion, sexual orientation or ethnic background**
- **Religious solicitations**
- **Profanity**
- **Illegal or unethical practices**
- **Advertising, promotions, or endorsements of commercial products or services.**

A subscriber must follow copyright laws.

All messages are to be viewed only by ON DPG EML subscribers, & Academy staff. They are *confidential*. Exceptions are messages clearly intended for broad circulation, such as those requesting professional assistance or job openings or opportunities. NO message should be forwarded to share without the author's permission. ON DPG EML subscribers must not give access to the ON DPG EMLs to non-subscribers.

ON DPG EML subscribers may not use the EML for causing injury or damage to the Academy or the Academy's interests. Constructive criticism & open discussion are appropriate. Distortions, false statements, misrepresentations, or deceptive practices are not appropriate. ON DPG EML

subscribers should clearly state that opinions expressed are of their personal views on matters of public interest & not the views of the Academy.

The ON DPG EMLs are a value-added service of the Academy, & owned by the Academy for use by its ON DPG members. The Academy reserves the right to remove offending or offensive messages from the ON DPG EML & to ban any EML subscriber who violates these Guidelines.

The following process shall apply to addressing potential violations:

- Complaints or inquiries about possible violations may be raised by ON DPG members or Academy staff. The Academy may designate staff to monitor the ON DPG EMLs from time to time.
- Decision to act on any violations, or complaints about ON DPG EML subscribers' conduct, will depend upon the severity of the violation & made by the CEO of the Academy.
- If action beyond a warning letter is recommended, such as removal of the ON DPG subscriber from the ON DPG EML or referral to the Academy Ethics Committee, the decision will be referred to the Academy Executive Committee of the Board of Directors.

Netiquette

Use a descriptive subject line for each posting. DAILY DIGEST USERS: If replying to a previous posting, you need to create a subject line header to match ORIGINAL post.

Sign your message with your name, organization, phone number & e-mail address .

Keep your signature and "promotional" tag lines to a minimum.

Do not send "me too" or "please send to me" messages.

The language of a written message can be ambiguous & subject to different interpretations. Carefully review the phrasing & choice of language in your posting so that the intended message is conveyed.

Do not send jokes, chain letters, junk mail, religious messages, or spam to the list.

Each ON DPG EML subscriber has an obligation to others to avoid spreading computer viruses. Please install & routinely update your computer with virus protection.