

Email Policy as of July 23, 2007

I. PURPOSE

Email at the Shepard Broad Law Center (hereinafter “the Law Center”) serves the purpose of allowing students, faculty, and staff to quickly and effectively communicate with each other. Email serves its primary function at the Law Center by fostering communication in support of the school’s goals — teaching, research, and public service — and in support of the administrative functions necessary to effectuate those goals. In order to most effectively use and manage this resource for the benefit of all members of the Law Center community, all of those members — including students, faculty, and staff — must adhere to the provisions of this policy.

II. GENERAL RULES

The rules set forth in this section shall apply to all emails sent to or from the Law Center server, and shall apply in conjunction with all other rules set forth in this policy. Violations of these rules shall be governed by section V of this policy.

A. Except where otherwise provided, no student will be enabled or allowed to send any email to the following email groups at the Law Center:

1. allstudent;
2. staff;
3. facstaff;
4. faculty or facexecession;
5. first year class;
6. second year class;
7. third year class;
8. fourth year class; and
9. any student section, except that first year students may use their own section’s email group to communicate within that section.

B. The Law Center shall create email groups for student organizations affiliated with the Law Center, and those organizations shall govern the use of their own email groups, consistently with the provisions of this policy.

C. Under no circumstances may any Law Center email or forum be used in a manner that promotes or contains any of the following:

1. unlawful activities;
2. sexual or other forms of harassment;
3. personal attacks on others that would be perceived as offensive or abusive by a reasonable reader;
4. violating guidelines regarding copyright or other intellectual property;
5. vulgar language;
6. other communications whose content is deemed to be inappropriate on the part of a member of the legal profession; or

7. in violation of any other University or Law Center guideline or policy.

(a) The University's email policy may be found at <http://www.nova.edu/common-lib/policies/>.

(b) The Law Center's Code of Student Conduct and Academic responsibility may be found at:

http://www.nslaw.nova.edu/students/current/policies/nsu_StudentCode_new.pdf.

D. This policy applies to all emails sent to and from email addresses on the Law Center server, including emails from non-NSU email accounts. If a member of the Law Center community violates a rule set forth in this policy by sending an email to an NSU email account via a non-NSU email account, the consequences set forth in section V of this policy shall apply. If an individual's email privileges are revoked for any period of time, that individual shall not circumvent this policy by sending emails to NSU email accounts via a non-NSU email account.

III. GROUPS

The following e-mail groups shall be created, in addition to other groups, to facilitate mass communication with members of the Law Center community. Violations of any rules set forth in this section shall be governed by section V of this policy.

A. Allstudent

1. Group Members: The "allstudent" email group will consist of every member of the Law Center student body. Inclusion is mandatory, and no student may withdraw from the "allstudent" email group.

2. Group Use: The "allstudent" email group may be used only for the purpose of sending official Law Center communications to students, and only by the following persons:

- (a) Law Center administrators;
- (b) Law Center faculty;
- (c) Law Center staff;
- (d) Student organization presidents.

3. Definitions:

(a) "Official Law Center communications" are:

(1) Official notices sent by any administrative staff member at the Law Center;

(2) Notices of Law Center events sponsored by or associated with student organizations, faculty, staff, or administration;

(3) Academic or educationally-related communications, including, but not limited to, law-related articles and any other information reasonably perceived as enhancing the legal education of students at the Law Center; and

(4) Notices of external events of special interest to the legal community.

(b) “Student organization presidents” shall include (for the purpose of this section and throughout this policy) the chief officer of any student organization at the Law Center, as defined by that organization’s constitution or by-laws, and any officer of the Student Bar Association.

4. Prohibitions and Limitations: Use of the “allstudent” email group, even by those persons permitted to send emails thereto, is subject to the following prohibitions and limitations:

(a) Students may not “respond to all” to communications sent via the “allstudent” email group, but those who wish to respond may do so using the “townhall” email group or the forums.

(b) Emails sent to the “allstudent” email group may not contain attachments, graphics, or similar files. In lieu of attachments, graphics, or similar files, an individual may send a link to a forum posting or to a website containing the attachment, graphic or similar file. Any forum posting or website link sent via email must comply with section II-C of this policy. The following exceptions apply to this rule:

(1) Faculty and administrators may attach text documents when necessary to disseminate academic or education related information or administrative material; and

(2) Student organization presidents may attach files upon the prior approval of the Office of the Dean of Student Affairs.

(c) Emails may not contain backgrounds or signature attachments. Outlook signatures must contain text only.

(d) No student organization president may send more than one email per day to the “allstudent” email group. Any additional emails, including corrections of prior emails, must be submitted to the Office of the Associate Dean for Student Affairs for approval prior to sending.

B. Townhall

1. Group Members: The “townhall” email group will initially consist of every member of the Law Center student body, administration, faculty, and staff. Inclusion in the “townhall” email group is not mandatory. Members of the “townhall” email group may request to opt out of the “townhall” email group during the first week of October and the first week of February of each year. If a member opts out, he or she will not receive emails sent to “townhall”. Anyone who opts out may request to opt in during a subsequent semester. A person may not request to opt out or opt in more than once per semester, and must do so only during the times provided in this section.

2. Group Use: The “townhall” email group is an open town hall. Any member of the Law Center community (including any student organization) may use the “townhall” email group. There are no limits to the number of emails that any person may send per day to this email group. Emails sent to “townhall” may contain any content the sender wishes to disseminate to the Law Center community, so long as the email complies with the rules set forth in this policy.

3. Prohibitions and Limitations: The “townhall” email group may not be used in any of the following ways:

(a) Emails sent to the “townhall” email group may not contain attachments, graphics, or similar files. In lieu of attachments, graphics, or similar files, an individual may send a link to a forum posting or to a website containing the attachment, graphic or similar file. Any forum posting or website link sent via an email must comply with section II-C of this policy. The following exceptions apply to this rule:

(1) Faculty members and administrators may attach text documents when necessary to disseminate academic or educationally-related information; and

(2) Student organization presidents may attach files upon the prior approval of the Office of the Associate Dean for Student Affairs.

(b) Emails sent to the “townhall” email group may not contain backgrounds or signature attachments. Outlook signatures must contain text only.

(c) No individual may send an email, commercial in nature, for the purpose of promoting the sale of any item or service. Anyone desiring to list a sale should do so on the Forums. This rule does not prohibit emails promoting the sale of items or services for the purpose of raising funds for organizations or charities.

C. Facstaff

1. Group Members: The “facstaff” email group will consist of every member of the Law Center faculty, administration, and staff.

2. Group Use: Only the following persons may send emails to the “facstaff” email group for the purpose of sending communications to faculty and staff:

(a) Those individuals described in paragraph 1;

(b) Law Center student organization presidents, who must adhere to the following additional limitations:

(1) Student organization presidents may only send emails to “facstaff” when necessary to invite faculty and staff to a Law Center event or inform the faculty and staff of the activities or accomplishments of Law Center students or organizations; and

(2) Student organization presidents are each limited to sending one email per day to the “facstaff” email group. Any additional emails, including corrections to previous emails, must be submitted to the Office of the Associate Dean for Student Affairs for approval prior to sending.

3. Prohibitions: The “facstaff” email group may not be used in any of the following ways:

(a) Except where otherwise provided, students may not send any email to the “facstaff” email group. Students wishing to discuss an issue with particular faculty or staff members should email the faculty or staff member(s) directly or may respond to an email sent by faculty or staff members via “townhall.”

(b) Faculty members and administrators may attach files to emails sent to the “facstaff” email group, but student organization presidents may only attach files to such emails upon the prior approval of the Office of the Associate Dean for Student Affairs.

(c) Emails sent to the “facstaff” email group may not contain backgrounds or signature attachments. Outlook signatures must contain text only.

IV. FORUMS

A. Forums will enable members of the Law Center to communicate with each other on a variety of topics. Anyone can locate the forums at <http://forums.nsulaw.nova.edu>.

B. The Law Center created forums on the Law Center web page for the dissemination of information. Permanent forums placed on this page include Marketplace, ABA-LSD, SBA, BarBri, PMBR, Social Events, Fundraisers & Charities, Westlaw, Lexis, Organizations and Current Events. The posting of threads will be limited to the title of the respective forum. As an example, threads posted under Marketplace will be limited to selling, renting, looking to buy, and the like. Additional forums will be created as the need arises.

V. VIOLATIONS

A. Email Policy Administrative Panel:

1. The Email Policy Administrative Panel (hereinafter “the Panel”) shall comprise two faculty members and one student, drawn from the membership of the Law Center’s Academic Disciplinary Board (ADB). The Panel members shall be appointed by the chair of the Law Center’s Student Affairs Committee, who may replace panel members with other members of the ADB as needed. The Panel shall enforce this policy, interpreting its provisions as necessary.

2. Anyone may report a violation of this policy to the Panel via email directed to the Associate Dean for Student Affairs, who will forward all such emails to the members of the Panel. All reports of suspected violations shall include:

- (a) a copy of the email allegedly violating this policy;
- (b) the name of the sender who allegedly violated this policy; and
- (c) the rule in this policy allegedly violated.

B. Remedies for Violations: The Panel shall determine whether any violation of this policy has occurred, the type of violation, and the appropriate remedy. The Panel may place a copy of any email in a student's record, which may carry negative implications if submitted to a state board of bar examiners. If the Panel revokes a student's email privileges, that student must notify any of his or her professors who require students to communicate with him or her via email, so that the professor may make an accommodation for that student.

1. Student Violators

(a) Procedural Violations: A procedural violation occurs when a student violates any rule in this policy with the exception of violations of section II-C.

(1) First Violation: The Panel shall issue a warning.

(2) Second Violation: The Panel may suspend the privilege of sending outgoing emails for a period no longer than two weeks.

(3) Third Violation: The Panel shall suspend the privilege of sending outgoing emails for a period of time which it deems appropriate, but not longer than the combination of (a) the remainder of the semester during which the violation occurred, and (b) the following semester.

(b) Violations of Section II-C of this Policy:

(1) First Violation: The Panel may suspend the privilege of sending outgoing emails for a period no longer than two weeks.

(2) Second Violation: The Panel shall suspend the privilege of sending outgoing emails for a period of time which it deems appropriate, but not longer than the combination of (a) the remainder of the semester during which the violation occurred, and (b) the following semester.

2. Faculty/Administrator/Staff Violators

(a) First Violation: The Panel shall issue a warning.

(b) Second Violation: The Panel shall submit the violation to the Office of the Dean for appropriate action.