



WIO Listserv Policies, Procedures and Guidelines

Women in Ophthalmology (WIO) requires that each person who uses the WIO listserv agree to be bound by the following policies and procedures of this agreement. Your continued access to this listserv is conditioned on your agreement to abide by these policies and procedures and by the terms and rules of membership of WIO.

In the event that WIO becomes aware of any violations of these policies and procedures, or other activities that violate the law or jeopardize its tax-exempt status, WIO will take appropriate action, at its discretion. WIO reserves the right to terminate, without prior notice, the listserv access of any user who does not abide by these policies and procedures.

A. Technical Procedures

1. To post a message to the group, email your message to wionet@lists.aao.org, or simply *Reply All* to a message received and it will broadcast to the entire group.
2. Be sure to whitelist the WIONET email address with your IT department or in your personal email account settings so that messages are not mistaken for junk mail or spam.
3. The list server recognizes you as a member **only** by the email address from which you are posting. If you post from an email address other than what is in the database, your posting will be rejected.
4. Remember to keep us updated with your new or preferred email address.
5. Avoid sending large attachments to the group as it slows down the server and risks getting rejected altogether.
6. When forwarding or re-posting messages, do not change the wording and only re-post to the group with permission and attribution.
7. Include a one- or two-line contact information signature at the end of your message.

B. General Use Policies

1. WIO is not responsible for the opinions and information posted on WIO listservs; postings represent the viewpoint of the writer and are not endorsed by WIO.
2. Because WIO reserves the right to monitor this listserv, users of the listserv do not have a personal right of privacy in any messages in the listserv, including messages marked "privileged," "confidential," etc.
3. WIO reserves the right to modify or change the rules as it determines from time to time in the best interests of WIO.

C. Basic Netiquette

1. Respect other subscribers of the listserv. Feel free to express yourself, but do not do anything to injure or harm other individuals or entities. Subscribers are expected to exercise both common sense and courtesy in the messages they transmit over the listserv.

2. Please ensure that the messages you post to this list are appropriate for this list. If you notice inappropriate postings or violations of the listserv policies and procedures, you should bring this information to the attention of the WIO administration office, not the whole discussion group.
3. Do not misrepresent yourself, or in any other way conceal your identity, or post anonymous messages on the listserv.
4. Do not alter the content or source of a message that has originated from another person's computer with the intent to deceive.
5. Do not send or propagate messages that contain computer worms, viruses, or components that threaten to interfere with or compromise the integrity of our computer systems, networks or websites.
6. When asking questions, please request that individuals reply directly to you. After all the replies have been gathered, you may post a summary to the list. **When replying to messages, do not reply to the entire list if a reply is directed at a single individual.** Replying to the individual may be more appropriate. Replies of a personal nature should not be sent to the group.

D. Communications in Violation of Federal/State Laws or WIO Policies Prohibited

1. Do not use the WIO listserv for anything that might be illegal. This listserv may not be used for anything to do with illegal drugs, gambling, pornography, prostitution, child pornography, robbery, spreading computer viruses, cracking into private computer forums, software infringement, trafficking in credit card codes, or other crimes.
2. Do not use the listserv to defame or disparage a member of WIO or any other person. Defamatory, harassing, sexist, racist, obscene, and other offensive communications are not acceptable forms of communication over the listserv, and could lead to legal liability for those engaging in such improper communications.
3. Do not upload or distribute files subject to trademark, copyright, or other proprietary rights except with the express consent of the owner of the rights. (Note that material may be copyrighted even if no copyright notice or "©" symbol appears.)
4. The listserv may not be used to violate any rules of membership in WIO, WIO bylaws, or standards of WIO.

E. Commercial and Political Communications Prohibited

1. Posting of any commercial material, or contacting any member to advertise, sell, or solicit or otherwise promote any commercial product or service, is prohibited. Commercial activities include, but are not limited to, promotional announcements and product- and service-related press releases. Should such messages appear on the listserv, WIO will not be held liable either directly or indirectly for damages that result from the use of this information. Such messages should immediately be brought to the attention of the WIO administration office.
2. Use of this listserv for any communication that could be construed in any way as support for or opposition to any candidate for a federal, state or local public office is prohibited.
3. Use of this listserv for endorsement of candidates in an WIO election, or for other WIO-related electioneering, is prohibited.

F. Limitation of Liability & Indemnity

You agree that WIO will not be responsible to you for any damages or losses you may incur in connection with this listserv or any of the data or other materials transmitted through or residing on our listserv, even if WIO has been advised of the possibility of such damage or loss. In addition, you agree to defend and indemnify WIO, its officers, directors, employees, and agents and hold WIO, its officers, directors, employees, and agents harmless from and against any and all claims, proceedings damages, injuries, liabilities losses, costs and expenses (including attorney's fees) relating to any acts or omissions by you or materials or information transmitted by you in connection with our listserv leading wholly or partially to claims against WIO, its officers, directors, employees, or agents or our listserv by other users or third parties.

G. User Acknowledgement Acceptance

I have read and understand the listserv rules and agree to accept these rules and to use the listserv only in compliance with them.