

Duquesne University

List Server Policies

All items covered under the Duquesne University Computing Ethics & Guidelines apply to the List Server Policies. A highlight from the Ethics & Guidelines:

Computer mail (E-mail) is a resource widely distributed and supported on the Duquesne Campus. Be aware that the Electronic Communications Privacy act places electronic mail in the same category as messages delivered by the U.S. Postal Service. This means that tampering with electronic mail, interfering with, or intercepting the delivery of mail and the use of electronic mail for criminal purposes may be felony offenses. Use electronic mail for the appropriate educational, instructional and administrative purposes only. It is a violation of the Computing Policies of the University to start or forward chain letters. This behavior is also in violation of most network policies. You should be aware that chain letters can quickly degrade network performance and policies against them are needed to ensure that all users can complete their work effectively. In addition, University policy prohibits users from sending threatening, obscene, or harassing messages to other users.

The following policies are additions that are specific to the Duquesne University List Server.

- Types of lists
- Names
- Ownership
- Subscriptions
- Deletions
- Archives

Types of Lists

There are two types of Lists you can request to be created. The settings differentiate the different types of lists.

Open List – An open list anyone can join, members only can contribute to the list, and archives are not kept.

Private List – A private list the owner must approve new members. Only the members are allowed to post to the list.

The list can be moderated or unmoderated and archives are optional. (Moderated lists – list owner approves all messages that are sent to the list)

Names

Naming convention must reflect the Department, Organization, or Course which the list represents.

Lists may be renamed at CTS's discretion for the following reasons:

1. The list name represents a University Department, Organization, or Academic Course with which the list owner is not affiliated.
2. The list name contains non-alphanumeric characters that may interfere with mail handling.

List names may be recycled when they become available.

Ownership

Lists on the Duquesne List Server must be owned by a Duquesne facility member, Staff member or an Administrator only. The lists are for University use only. List moderation will be done by the list owner/requester. If the owner so chooses they may appoint a user to assist in moderating the list. Upon leaving, the list owner must relinquish ownership of moderating the list to another full time facility or staff member.

Subscriptions

Lists can contain non-Duquesne email addresses, however, users are strongly urged to subscribe with their Duquesne email to ensure delivery. If a list is a private list owner must approve your membership.

Deletions

CTS will delete lists that remain dormant for a period of six (6) months, or contain only a single member unless other arrangements are specified at the onset of the list. In such cases, the list owner is notified, and has fourteen (14) business days to respond to the CTS Help Desk to request that the list be retained.

CTS will delete lists that remain dormant for a period of six (6) months, or contain no members.

Archives

Content of lists that have opted into the archive feature will be retained for 180 days.