



E-mail Code of Conduct

The Kennedy School encourages the use of its e-mail systems for dissemination of information and opinions through the appropriate communication venues, and according to standards of behavior. All communication should be respectful of its recipients. All messages must be sent through identifiable addresses. E-mails from aliases are not allowed.

There are five main outlets for electronic communication:

- 1. Administrative class lists (i.e. "All MidCareer Students"):** These lists are primarily designed for HKS staff and administrator use, although certain student groups may use the lists to send official emails only. KSSG members may use the administrative lists to convey important information regarding elections, commencement and other important matters. Recognized KSSG clubs, caucuses and organizations may send one event announcement through the administrative lists per event, and use the hksstudents listserv for follow-up notices.
- 2. Hksstudents listserv (hksstudents@lists.ksg.harvard.edu):** The hksstudents listserv may be used to publicize organizations and events that are of interest to the HKS student body. These include social gatherings and events at other schools, in the local area and beyond. Other general emails (excluding those designed for discussion boards and intranet posting pages) can also be sent via the hksstudents listserv.
- 3. Individual class listservs (mpa1@lists.ksg.harvard.edu, midcareer@lists.ksg.harvard.edu, etc):** These lists provide a direct means for students to contact members of their class with announcements, invitations and notices.
- 4. Student group listservs (isp@lists.ksg.harvard.edu, seia@lists.ksg.harvard.edu etc):** These lists provide a direct means for clubs, caucuses and organizations to contact their members with announcements, invitations and notices. Student groups should utilize the Activities Fair in the Fall to sign up members to their listservs.
- 5. Discussion boards (Accessible on the Intranet → Community → HKS Discussions):** Online discussion boards should be used for debates and ongoing community discussions regarding hot topics. If a comment/announcement on the hksstudents listserv sparks a debate/conversation, please transfer the commentary to a discussion board.
- 6. Intranet posting pages (Accessible on the Intranet → Community → HKS Databases):** Personal needs or interests can be announced on specific intranet posting pages ("Lost and Found," Buy/Sell/Trade," etc.).

It is important that we respect each others' right not to be inundated by unwanted emails ("Spam"). Therefore, improper use of the administrative lists will result in a warning. Repeated infractions may lead to the imposition of sanctions including suspension of all email privileges. KSSG members will monitor the hksstudents listserv and KSSG Class Representatives will monitor individual class listservs. You may add or remove yourself from a listserv at the following website:

http://www.hks.harvard.edu/is_forms/sub_unsub.html.