

## **Westland MemberHub Acceptable Use Guidelines - Effective December 1, 2019**

*(Adapted with permission from the B-CCnet Acceptable Use Guidelines)*

**MEMBERSHIP:** Westland MemberHub is open to members of the Westland Middle School community: (1) faculty and staff, (2) parents of students attending Westland and (3) students themselves. Exceptions require the approval the PTA President or Executive Vice President.

**APPLICABILITY:** These Guidelines apply to all members of MemberHub. In joining MemberHub, members agree to abide by these Guidelines.

### **GUIDING PRINCIPLES:**

1. The subject matter of messages posted to MemberHub is primarily but not limited to information about school events and activities, education and issues directly affecting middle school students. Postings on MemberHub do not reflect the opinions or views of any entity related to the State of Maryland, Montgomery County, Montgomery County Public Schools, or any teacher or parent organization.
2. Departments, clubs, teams, camps, tutors, and other groups within the Westland community should not rely on MemberHub as their primary means of communications, but may post no more than three bulletins per quarter to advertise events, make announcements or seek recruits.
3. While MemberHub is not a general interest community bulletin board, the PTA, at its discretion, may allow posting of community events that are free, open to the public, and are of interest to middle school students and their families, as well as fundraising and other events that benefit Bethesda-Chevy Chase cluster schools.
4. Members may request information or referrals for education and youth related activities and services such as tutors, test preparation, camps, study programs. etc. but replies to requests should be sent directly to the person requesting the information and that person in turn can post a summary of the information on MemberHub.
5. While civil discussion about issues related to the education and well-being of middle school students is permitted, appropriate language, behavior and style are expected from all MemberHub members at all times and in all messages. Extended discussions between or amongst members should be taken "off-line."
6. Members may not post on behalf of anyone else, although parents may post for their students.
7. Posts promoting BCC academic, sporting or fundraising events that include middle school age children and/or their parents are limited to 2 posts per event.

**ADMINISTRATION:** Ownership of MemberHub is vested in the PTSA Board of Directors. The PTSA manages MemberHub through parent /volunteer moderators whose role is to ensure that membership is limited to those eligible to belong to MemberHub and that postings fall within the appropriate use guidelines.

Those seeking to join MemberHub will be asked for their school affiliation (faculty, staff, parent, guardian, student). Names will not be added to MemberHub without permission. The PTSA will not share membership lists or email addresses with other organizations.

Only members of MemberHub can post messages, receive messages, or review messages.

**RESPONSIBILITIES:** Each member may express views freely; however:

1. You must sign your name to your posting and state your affiliation with Westland Middle School.
2. You may NOT advocate on behalf of any candidate for political office or engage in legislative advocacy except as allowed under PTA bylaws and Section 501(c)(3) of the Internal Revenue Code.
3. You may NOT use language that constitutes libel, slander, defamatory claims, or hate speech.
4. You may NOT advocate for nor deride particular faiths or beliefs.
5. MemberHub is not the proper forum to handle a dispute with a particular teacher or to question the value of a class or assignment.

**ENFORCEMENT:** Repeated violations of the Guidelines may result in the restriction of status to “read only” or removal from the list-serve. For households with a student enrolled in Westland Middle School, a change of status requires the approval of the PTSA President.