



## **Arizona School Public Relations Association** *E-Mail List Service Use Agreement & Ethics Statement*

### ***Overview***

As a membership benefit, the Arizona School Public Relations Association (ASPRA), an arm of the National School Public Relations Association, operates an e-mail listserv. The purpose of this listserv is to facilitate communication between and among association members, to serve as a resource for questions or contributions, and to keep members engaged in trends and events related to education in the state. All paid members in good standing with the association are invited to participate in the listserv, although participation is not a requirement.

### ***Ethics Statement***

At times, the listserv will contain personal information indented only for members, specific communications strategies that enhance ASPRA membership, or professional discourse intended only for others engaged in professional school public relations. As such, the following guidelines shall apply:

1. No messages from the ASPRA listserv shall be forwarded to others or shared without the knowledge or permission of the users. For information collection or research, the requestor is responsible for distilling responses to maintain the integrity of the listserv.
2. Messages transmitted by the listserv should be considered as the intellectual property of the sender and ASPRA.
3. Because many ASPRA members use school district e-mail addresses to receive listserv messages, senders should remain cognizant that disclosure of messages could be made under the Arizona Public Records Law. If such a request has been made which will result in the release of listserv messages, it shall be the duty of the member receiving the Records Request to notify the listserv.
4. Participation in the listserv is a membership benefit and an element which provides day-to-day support for many Arizona districts. However, members who violate ethical standards established for the listserv may be removed from the listserv and may be subject to cancellation of their membership.
5. Messages should remain focused on educational issues.
6. The listserv, at the discretion of the executive board, may be canceled.
7. Signature of this agreement is required to register for the listserv.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization

**Official Use Only:   Paid Member:   Yes   No                      Exp. Date: \_\_\_\_\_**