

## Mailing List Protocols & Terms of Use

IPPN's Mailing lists are a closed group email based discussion forum for school leaders who are members of IPPN. The purpose of the mailing lists is to provide a platform for school leaders to engage with one another in the spirit of professional collegiality, integrity and support, chun tacaíocht, misneach agus spreagadh a thabhairt dá cheile.

A key element of IPPN's service to members is to enable school leaders avail of the network to support, encourage and inspire each other.

The purpose of IPPN's mailing lists is to include the following:

- Provide a professional space where school leaders can develop an online community
- Strengthen collegiality between school leaders, exchange professional views and experiences
- Benefit from collegial support in times of crisis or severe challenge
- Ask colleagues for their perspective on a specific challenge, exchange practical ideas, advice and information
- Learn about the leadership role through the experiences of others
- Receive non-judgmental and non-directive advice on procedures and seek clarification on procedure and practice
- Share resources

The mailing lists will be moderated Monday – Friday 9.00am to 5.00pm. Mail be released by the moderator on a regular basis between these times. Mail submitted to the mailing list after 5.00pm on Friday or anytime on Saturday and Sunday will be moderated the following Monday. For public holidays, mail will be moderated the next working day.

As an IPPN member and subscriber to the mailing lists, you agree, through acceptance of these protocols and terms of use the following:

1. I agree to be legally responsible for any content that I post. I may only post information that I have the right or permission to distribute. I agree to hold IPPN, its employees and its agents free from any liability arising from postings. This includes any direct, incidental, or consequential damages such as, but not limited to, loss of anticipated profits, benefits, use of data resulting from the use of this mailing list.
2. I will provide the following details in each posting:
  - a. Full name
  - b. School Name
  - c. County
  - d. Roll Number
3. I will not forward, copy or otherwise disseminate the content of postings with any third party
4. I agree that any postings which contravene the following protocols will not be released to the mailing list.

- a. Unlawful, obscene, defamatory, sexually explicit, profane, abusive or threatening comments or materials
- a. Comments which may lead to reputational damage to individuals and organisations are not permitted. Postings must be objective and balanced.
- b. Postings must be respectful
- c. Attachment of files is not permitted
- d. Any effort to promote the purposes of any organisations, supports, platforms or products at a cost to IPPN; financial, reputational or other
- e. Promoting and canvassing any third party group, organisation, supports, services or platforms that IPPN considers to be in direct competition with its supports and services, regard to IPPN's mission, vision and strategy is not allowed
- f. Unsolicited advertising, promotional content or any other form of commercial activity including those of benefit to charitable work, along with unsolicited recommendation of products or services is not allowed
- g. Duplicate factual replies will not be released
- h. Repeated requests for a particular resource will not be released to the mailing list – the moderator will request that the resource be submitted to IPPN for possible inclusion on its website
- i. Requests for Resource Hours Clustering Arrangements will not be facilitated – this is facilitated on the EducationPosts.ie SEN Clustering Notice Board.

**Disclaimer**

1. I understand and agree that:
  - a. IPPN cannot and does not guarantee the accuracy of any information posted to the mailing list
  - b. IPPN makes no representations or warranties with respect to any products or services reviewed or commented upon on the mailing list. Such postings are the sole view of the contributor and do not necessarily represent the views of IPPN.
  - c. The decision of the moderator is final.