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HN Document #: HNR002

## Rules to Use HCS-HN Mailing List

### 1. INTRODUCTION

The mailing list, [HCS-HN@HCSHN.ORG](mailto:HCS-HN@HCSHN.ORG) (the List), of Hope Chinese School at Herndon campus (HCS-HN) is a property of HCS-HN, which is a duly registered corporation and a non-profit organization with IRS 501 (C) (3) status. “Rules to use HCS-HN Mail List” (Rule) provides the guidance to operate the List. The Board of Directors (BoD) of HCS-HN has the sole authority to set, revise and interpret the Rule.

### 2. FUNCTION

The List has two functions: primary and secondary. Only when the primary function is fulfilled to its full extent will the secondary function be provided.

- 2.1 Primary function: it is the official channel for school officers (School) to communicate with parents (You) on subjects related to all aspects on school operation.
- 2.2 Secondary function: it is a platform for parents to share information within the community that either benefits the community as a whole or serves the common interest for the majority of parents.

### 3. SUBSCRIPTION

- 3.1 Only a parent can subscribe to the List.
- 3.2 The subscription must be requested by the parent.
- 3.3 The un-subscription must be requested by the owner of a subscribed email account. Once unsubscribed, it is the parent’s responsibility to find the alternative to receive information on school operation.
- 3.4 By subscribing to the List, you agree to observe the Rules. Any subscriber who violates the Rule will be removed from the List.

### 4. OPERATING PRINCIPLE

- 4.1 The List operates in a two-way mode, in which school officers and all subscribers can post messages (send an email) to the List as long as the Rule is observed.
- 4.2 Should it become necessary to maintain normal school operation (the primary function), the List may be switched to a one-way mode, in which only the school officers can post message to

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the List, while all other subscribers cannot post. The switch shall be approved by HCS-HN Board of Directors in an emergency resolution, which shall be adapted within 24 hours of the switch.

- 4.3 Any subscriber who wishes to share information or message within the List and with other mailing lists or mail groups should send the information or message separately.

### **5. OPERATING RULES**

- 5.1 Per restriction by IRS to 501(c) (3) organizations, no posting is allowed on the List that either participates in, or intervenes in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office, whether such office be national, state, or local.<sup>1</sup>
- 5.2 Commercial advertisement is prohibited on the List. Postings with the intent to share information that offers educational benefit to students may be permitted.
- 5.3 No posting on religious subject to the List is permitted.
- 5.4 The List is not a discussion forum.
- 5.5 The use of languages that are non-civil, profane and discriminatory based on race, ethnic background or national origin is prohibited from the List.
- 5.6 Posting of private and/or personal information to the List is prohibited unless the owner of the private and/or personal information permits the posting.
- 5.7 You agree not to use the List to:
- Post any Content that is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful, or racially, ethnically or otherwise objectionable;
  - Post any Content that you do not have a right to make available to the List under any law or under contractual or fiduciary relationships (such as insider information, proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements);
  - Post any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation.

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<sup>1</sup> Those who are interested in this subject may read IRS regulations on the subject. For example, visit this website: [http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/The-Restriction-of-Political-Campaign-Intervention-by-Section-501\(c\)\(3\)-Tax-Exempt-Organizations](http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/The-Restriction-of-Political-Campaign-Intervention-by-Section-501(c)(3)-Tax-Exempt-Organizations) and other links given there.

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- d. Post any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;
- 5.8 You understand that a person that posts any information, data, text, software, music, sound, photographs, graphics, video, messages or other materials ("Content") to the List is solely responsible for the Content. HCS-HN does not control the Content posted to the List and does not guarantee the accuracy, integrity or quality of such Content. You acknowledge, by subscribing to the List, that under no circumstances will HCS-HN be held liable in any way for any Content, including, but not limited to, for any errors or omissions in any Content, or for any loss or damage of any kind incurred as a result of the use of any Content posted to the List.
- 5.9 No children are allowed to post to the List. If your child has access to your email account, please talk to them about the rules of the List. HCS-HN will remove any subscriber whose children post any message to the List from the subscriber's account.
- 5.10 Always act cautiously before you post a message. Please think whether the information you are about to post is important to share with most of subscribers or if it serves the common interest of all subscribers.
- 5.11 If you have any questions and comments related to the school operations, or any complaint about the use of the List, you should send yours to School Principal or to respective school officers directly, rather than posting them to the List. Although the List allows subscribers to post to the List, HCS-HN strongly recommends that all subscribers follow this particular rule when applicable.

Hope Chinese School, Herndon Campus

Board of Directors

Adopted on 2/23/2001

Revised on 9/18/2001, 1<sup>st</sup> revision.

Revised on 11/11/2003, 2<sup>nd</sup> revision.

Revised on 2/13/2012, 3<sup>rd</sup> revision.

Revised on 10/30/12, 4<sup>th</sup> revision (revised the link in footnote 1)