

ACLCL Listserv Electronic Mailing List User Guide

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What Is the Listserv?

The Alameda Community Learning Center uses Listserv technology for ease of communication between all members of our community. This service allows one to send e-mail messages to all ACLC subscribers by simply sending an e-mail to the AACLC-L Listserv, which then automatically sends the message to all current subscribers. No e-mail messages will be screened or censored before distribution to the list. The e-mail addresses that make up AACLC-L are concealed from review, except by the list administrator. The AACLC-L Listserv is for the exclusive use of the ACLC community.

Listserv is a software product of the L-Soft International Company. L-Soft makes commercially available versions of Listserv, but ACLC uses a free version they provide for schools called **NetPals**.

The website for the NetPals Listserv lists is <http://netpals.lsoft.com/>. On this site, you will be able to create a user account which will allow you to access ACLC's Listserv, set your preferences, and view archived messages. Note that you don't need to create a user account to use the Listserv; all you need is to subscribe using your email address.

The name of ACLC's list is **AACLC-L**. Trivia experts may note that this is because ACLC started as the Arthur Andersen Community Learning Center – and the Listserv has been active since at least September 2002! You may be curious and want to browse the archives from back then and see what the hot topics were back in those days!

Listserv Policy

A policy for the ACLC Listserv was drafted and approved by the ACLC Governing Board. This policy outlines who is approved to use the Listserv and guidelines for appropriate use and etiquette. It is available on the ACLC website.

Who Can Join the Listserv?

The Listserv is maintained for the exclusive use of individuals and families within the ACLC community.

The ACLC community is defined by the following groups:

- Currently enrolled Learners
- Currently enrolled Learners' parents and guardians

- Current Facilitators
- Current ACLC Staff
- Current ACLC Board
- Current CLCS Staff
- Current CLCS Board
- Former members of any of the above groups

In order to verify that subscribers are members of the community as defined above, we require that each subscriber is an individual identified by their true name such as “Jane Hawkbacker”, or a family identified by family name such as “Hawkbacker Family”. Subscription by an organization such as “Chess Club” will not be permitted, as we cannot easily validate or maintain contact with the individuals who are accessing that subscription.

How to Subscribe

Subscriptions are obtained by simply sending an email to listserv@netpals.lsoft.com with a blank subject line and the text

Subscribe AACLCL-L Firstname Lastname

in the body as a single line. When the request is received by the List Administrator, s/he will approve the request on a provisional basis if a proper name has been provided. Note that the email address that you use to send this message will be the address that will be used to send and receive all your Listserv messages. The email address is essentially your user ID.

How to Unsubscribe

To remove yourself from the list, send an email to listserv@netpals.lsoft.com with a blank subject line and the text

Signoff AACLCL-L

in the body as a single line. No administrator action is required, and your email will be removed immediately. If you wish to rejoin at a later time with the same email address, feel free to do so by following the “How to Subscribe” instructions as before.

How to Send a Message To Everyone on the Listserv

Once you have subscribed, simply send an ordinary email with your message and subject to AACLCL-L@netpals.lsoft.com. The email will go out to everyone who is currently subscribed to Listserv, and will be archived on the Netpals website (but only viewable by those who have created a user account for our Listserv – not the world!)

Other Tips on Using Listserv From Your Email

- To not receive e-mails for a period of time, send an e-mail message to: listserv@netpals.lsoft.com with "SET AACLC-L NOMAIL" in the body of the message (no Subject is needed).
- To receive messages once again, send an e-mail message to: listserv@netpals.lsoft.com with "SET AACLC-L MAIL" in the body of the message (no Subject is needed).
- If you prefer receiving posts as a single daily digest rather than as individual notes, send an e-mail message to: listserv@netpals.lsoft.com with "SET AACLC-L DIGEST" in the body of the message (no Subject is needed).
- To receive individual messages once again, send an e-mail message to: listserv@netpals.lsoft.com with "SET AACLC-L INDEX" in the body of the message (no Subject is needed).

Creating a NetPals User Account

In order to access the Listserv archives and further customize your settings, you may want to create a user account on the Netpals website.

- Go to <http://netpals.lsoft.com/>
- Click on "Communicate" in the left purple column
- Click on "Archives of NetPals mailing lists" which should have appeared indented under "Communicate"
- A new page will pop up, the "Listserv Archives" page.
- On the right side, under "Options" find "Get Password" and click on it.
- This will bring up a standard new password dialog. Enter the email you wish to use for the Netpals account for this.

You should now have a Netpals account. Try logging in with the new password. Once you have logged in, you can get to the ACLC list by doing the following:

- Go back to the "Listserv Archives" page as you did before.
- On the right side find "Access Unlisted Lists"
- Type in our list name, **AACLC-L** , and then click Search. It should find our list and bring you to it.

Once you are on the AACLC-L page, you can view archives of all the postings and do all kinds of things to manage your own settings. Explore the options!

For More Information

The Listserv user manual can be found at: <http://www.lsoft.com/manuals/1.8d/userindex.html>

See also: <http://www.lsoft.com/products/listserv-powered.asp>

Appropriate Use and Etiquette

- Proper Listserv etiquette is to reply directly to an individual, as opposed to the entire list, when your message is directed to that individual, unless you feel it has broader community interest. The default for the list is to return the message to the sender. If you wish to copy the entire community, you need to specifically address your response to 'AACLCL@netpals.lsoft.com'
- Please do not utilize the Listserv for matters not related to ACLC. In particular, business advertisements or solicitations are not permitted.
- Please respect other subscribers of the listserv. The listserv is not moderated and comments made have no review before being sent to all subscribers. Subscribers are expected to exercise both common sense and courtesy in the messages they transmit over the listserv. Please do not use the listserv to defame or disparage a member of the community or any other person. Defamatory, harassing, sexist, racist, obscene, bullying, and other offensive communications are not acceptable. If you disagree with someone else's ideas, please communicate with the other person directly. While we hope these guidelines are sufficient, **abuse of the Listserv in this regard will result in a 3 month removal from the Listserv, and an in-person meeting with ACLC Staff will be required for reinstatement of the subscription.**
- Do not misrepresent yourself, or in any other way conceal your identity, or post anonymous messages on the listserv.
- Do not alter the content or source of a message that has originated from another person's computer with the intent to deceive.
- Please ensure that the messages you post to this list are appropriate for this list. Please do not engage in discussions on whether a topic is appropriate or inappropriate for this list. Such discussions take up valuable space on the listserv, and distract subscribers away from more meaningful discussions. If inappropriate postings or violations of the listserv are noticed, subscribers should not inform the entire group, but should bring this information to the attention of the listserv administrator.
- Please use descriptive headings in the subject line for all messages that you post to the listserv.
- When asking questions, please request that individuals reply directly to you. After all the replies have been gathered, you may post a summary to the list. When replying to messages, do not reply to the entire list if a reply is directed at a single individual. Replying to the individual may be more appropriate. Replies of a personal nature should not be sent to the group.
- ACLC reserves the right to modify or change this policy to maintain the best interests of ACLC and the community it serves.

While we will work to constructively resolve any problems with adherence to the above guidelines, continued membership in the Listserv service will be at the discretion of the Listserv Administrators, who are charged with maintaining the best interests of ACLC and the community it serves.