

## KSDE Listservs Policies and Procedures

The Kansas State Department of Education recognizes the importance and value of agency listservs. For your information and use, we have put together a listing of all KSDE listservs, which can be found at the following link: <http://www.ksde.org/Agency/DivisionofLearningServices.aspx>, under “Additional Resources,” click on “KSDE Listservs.”

To be added to a listserv, please contact one of the “KSDE Owners.” However, as you’ll note from the list, some of the listservs are not open, that is only staff who have been identified by their district and/or school representing a particular area are included on the listserv, e.g., curriculum leaders, etc. The purpose is to assist our staff in maintaining our listservs.

The practice at KSDE is – and has been – to NOT distribute anything on the listservs, that is not sponsored, co-sponsored or directly related to KSDE. The rationale is simple – the listservs will become only lists of every workshop, product or material that could exist. For those organizations or association who believe they have a service or product they believe may be of interest to others, email addresses may be requested from appropriate KSDE staff.

In order not to overload your inboxes with information you’ve already received, it has been our policy not to send out multiple emails about the same thing, e.g., KSDE Annual Conference; however, we’ll update the information in the email, for example registration deadline is fast approaching, etc.

Also, some listservs, e.g. curriculum leaders, etc. are considered “true” listservs, ones in which subscribed members are able to send messages to all subscribed members on the appropriate listservs. Other listservs are not “true” listservs, e.g., principals’, etc., which means that only KSDE designated staff are able to send messages out on those listservs.

In order to provide clarification regarding what can and can’t be sent out on any of the listservs, please note the following:

- For “true” listservs, please include your name, affiliation and contact information.
- When posting information to the listservs, please note there are to be NO attachments or any type of graphic, etc. in the listserv message.
- Do NOT post any defamatory, abusive, profane, threatening, offensive or illegal materials.
- Do NOT post any information or other material protected by copyright without the permission of the copyright owner.
- Listservs may NOT be used for political, financial or other non-educational purposes.