

# CMPGF Google Groups Information and Agreements

As a community, we are grateful for our abundant resources – including the Google Groups that allow us to communicate effectively and exchange information meaningfully. Because our community places a high value on communication, we have lots of Google Groups – each with a different membership and purpose. Each class has its own group, as do most activities or groups on campus (SSC, classroom coordinators, McMid, grade-wide, etc.) In addition, we have two groups that are open to the whole school, but have very different purposes:

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- Communicates information of school-wide importance (cafe announcements, school-wide events, etc.)
- Not related just to an individual class

[McBB@mcauliffek8.com](mailto:McBB@mcauliffek8.com)

- A community electronic bulletin board
- Open to both current and alumni families
- Shares items of interest to McA community that are not school-wide (McA student in an off-campus recital or play)
- Appropriate information or referrals from the McA community (service providers or medical professionals, job postings, items for sale, etc.)
- A message can be an announcement of a non-school related activity (a speaker or community event, negative tide at Half Moon Bay, etc.)
- Lost and found messages, carpool or sub requests, invitations to special interest groups, etc. should be posted to McBB
- McBB may not be used to promote your own business or company, philosophy, religion, political views, causes, or candidates.

## **Agreements for our Google Groups:**

Posting in any of our groups should reflect the agreements we use when conversing on campus or talking in our classrooms.

### **Personal attacks of any sort are not okay.**

Many classrooms display a sign that says "before you speak: **T.H.I.N.K**". The same holds true for our groups. Before you post, please ask:

#### **T – Is it true?**

Please don't post gossip, rumors, innuendo or false information.

#### **H – is it helpful?**

#### **I – is it informative?**

It would be great if the post was inspirational, but at the very least a post should inform our community.

## **N – is it necessary?**

If you are posting a question school-wide, have you checked in first with the person on campus who might have that information?

## **K – is it kind?**

We are a community that assumes positive intent and expects that our members will exhibit behavior in line with our shared agreements. For that reason, most of our groups are typically not "on moderate" which means that we do not filter most posts before they go out. Sometimes that means that a post will be sent to everyone that may not comply with our agreements. If that happens, the moderators of that group will send a message as soon as possible to the person who posted explaining why their post was deemed inappropriate so that the post can be amended if possible and the person posting is more informed about our agreements. If a person repeatedly violates the agreements for the Google Groups, they can be placed "on moderate" so that their posts can be checked before they go out.

Our community does a great job of posting to our groups in line with our shared agreements! The guidelines shared here are meant only to be helpful. While the appropriateness of a post must ultimately be determined by our moderators to maintain the integrity of these forums, we acknowledge that this is often not the simple application of black and white rules – there is sometimes a gray area to consider. So if you have a question about a post you would like to send or a concern about something that has been posted, the moderators of the e-groups are here to help!

Please contact [internalcommunications@mcauliffe8.com](mailto:internalcommunications@mcauliffe8.com) with any questions.

Thanks, in advance, for your help with this!

-VP of Internal Communications

Moderator of the McAuliffe and McBB groups