

Safer Schools Info Exchange Terms of Use and User Guide

The Safer Schools Info Exchange is managed and moderated by the Institute for Intergovernmental Research (IIR) in support of the Bureau of Justice Assistance's Student, Teachers, and Officers Preventing (STOP) School Violence Specialized Training and Technical Assistance Program. The exchange has been established as a platform for school safety stakeholders to communicate as a community of practice to exchange information, best practices, model policies, and ideas related to the prevention of school violence and enhancements to school safety. Members of the exchange are encouraged to ask questions, share experiences on emerging trends, and connect with others with an interest in school safety. This exchange is hosted through [Gaggle Email](#). The sections below provide the terms of use and a user guide.

Terms of Use

Program moderators reserve the right to accept participation in the Safer Schools Info Exchange only by persons meeting required access criteria and to moderate messages to ensure that comments and contributions meet expected standards. The Safer Schools Info Exchange exists to promote the sharing of valuable and pertinent school safety-related information by its approved members.

- **Membership.** Program moderators have the sole discretion to reject applicants or to remove current members who do not meet or appear to meet the membership criteria. This platform is open to law enforcement, school safety personnel, school administrators and faculty, school-based direct service providers, researchers, parents, and students with a role in school safety initiatives.
- **Message Rejection.** Because the Safer Schools Info Exchange uses an unsecured means of transferring mail on the Internet, it is **NOT** the proper venue for posting information about specific students and families, personally identifiable information, law enforcement intelligence, or other sensitive information. This includes any information on an individual or individuals that would violate their statutory privacy and civil liberties protection. Program moderators reserve the sole discretion to reject any submitted message that could subject the program to liability; could be potentially illegal, defamatory, or inflammatory in tone or nature; or which lacks any factual or other objective basis, relates information known to be untrue, has little or no value to Safer Schools Info Exchange, or is otherwise, in the program moderator's judgment, inappropriate for the discussion group.
- **Do not flame.** This discussion group aims to facilitate a cooperative atmosphere among stakeholders holding various viewpoints. Be open and respectful to other members' opinions and experiences.
- **Do not slander.** Safer Schools Info Exchange will not post content that may be misconstrued as slanderous in nature.

- **Stay on topic.** Please submit content relating only to school violence prevention and school safety. Examples of content considered “off-topic” are:
 - Partisan political announcements
 - Self-promoting business interests
- **Starting a new message.** Include a subject heading for easier identification and archive search, rather than “piggybacking” on to an existing topic.
- **Submit responses that are both informative and beneficial to the entire group.** Do not use Safer Schools Info Exchange to convey personal messages such as, “I’ll see you at the conference,” “Thanks for the information,” “Great article,” and “Me, too, I agree.” These will not be approved. Send those types of messages directly to the recipient’s email—off list.
- **Identify yourself.** Include the following information with every message submitted to the exchange:
 - **Name**
 - **Agency/organization/affiliation**
 - **Contact information (email and/or phone number)**
- **Respect copyright.** Copyright protects original authorship fixed in tangible form. For works transmitted online, the copyrightable authorship may consist of text, artwork, music, audiovisual material (including any sounds), sound recordings, etc. Any article, story, editorial, essay, review, etc., sent to Safer Schools Info Exchange that is not the original work of the sender must either fall within one of the copyright law’s “fair use” options, or must identify the original author, the author’s copyright, a specific indication of the author’s permission to publish.
 - For further information about United States (U.S.) copyright law, we recommend the following document from the U.S. Copyright Office: [Copyright Basics](#)

User Guide

1. How do I get set up to post and receive messages?

To get set up, please complete this [interest form](#). The form will be reviewed, and if you are approved, you will receive a welcome message from Gaggle at the email address you provided. Once membership is approved, members may submit messages to the Safer Schools Info Exchange email address at saferschoolsinfoexchange@iir.com. All messages are reviewed for approval by the Safer Schools Info Exchange moderator.

You can also generate messages through the Gaggle Mail Web interface (<https://gaggle.email>) by selecting the “compose” icon when you log on to the site.

2. How do I begin a new message/topic?

When starting a new message, include a subject heading for easier identification in members’ inboxes and the Gaggle archive search. If you are continuing the conversation on an existing topic, you can respond to that specific email thread. If you would like to discuss a new topic, begin a new message.

3. How do I ensure that other members of the Safer Schools Info Exchange can identify me as the individual who posted the message?

Include the following with every message that you submit to the Safer Schools Info Exchange:

- a. Name
- b. Agency/organization/affiliation
- c. Contact information (email and/or phone number)

4. How do I search the Safer Schools Info Exchange messages that have been archived?

Visit <https://gaggle.email/>, create or log in to your account, and click “Messages” on the left-hand side of the page. You can use the “Search messages” bar atop of the page or scroll through the messages displayed. To view previous files shared, select the “Files” option located below the messages.

You can also access the access the Web interface by opening any recent Safer Schools Info Exchange email that you have received in your inbox. At the bottom of the message, select “Click here to manage your membership settings or to unsubscribe.” This will navigate you to the Web interface.

5. How do I change my settings?

To set up your password, update your contact information, change your subscription frequency settings (i.e., when to receive messages: immediately, daily digest, or pause), or unsubscribe, please visit https://gaggle.email, or select “Click here to manage your membership settings or to unsubscribe” at the bottom of any recent Safer Schools Info Exchange email you have received in your inbox.

This project is supported by Grant No. 15PBJA-GK-22-01409-STOP awarded by the Bureau of Justice Assistance (BJA). BJA is a component of the United States (U.S.) Department of Justice’s (DOJ) Office of Justice Programs. Points of view or opinions on this platform are those of the authors and presenters and do not necessarily represent the official position or policies of the U.S. DOJ.