

## Community Guidelines for MLSC Grantee Staff Online Platform

Version 1.1 – last updated January 17, 2023

MLSC's mission is to ensure that low-income Marylanders have access to stable, efficient and effective civil legal assistance through the distribution of funds to nonprofit legal services organizations.

To enhance the effectiveness and efficiency of its grantees, MLSC has launched an online community platform (the Platform) for the use of legal services and support staff of grantee organizations. The purpose of the Platform is to facilitate professional connection, dialogue, and resource sharing within this community.

The Platform consists of two layers:

1. A main group of all grantee staff members.
2. Several subgroups for specific sets of users (eg., grantee organizational leaders, workgroups, etc.)

Administration of the Platform

1. MLSC administers the Platform, with help from the platform vendor.

The Platform can be used to:

- Share professionally relevant information;
- Read MLSC's monthly newsletter (when that service is added to this platform);
- Share or read content posted to the platform;
- Post messages that are visible to all users;
- Post messages that are visible to the members of a specific group;
- Send individual messages to one user;
- Publicly reply to a group message;
- Privately reply to a group message or a private message; or
- Look up publicly posted information about other community members.

By using the Platform, you agree to abide by all terms and policies of Mobilize, including those linked below, as well as all guidelines in this document.

This document, the *Community Guidelines for MLSC Grantee Staff Online Platform*, may be updated from time to time, and it is your responsibility to stay aware of MLSC's current terms.

- <https://www.mobilize.io/terms-of-service/>
- <https://www.mobilize.io/privacy-policy/>

MLSC's terms of service

1. **Respect the diversity of opinions** and experiences within the community. We encourage respectful debate and dialogue, and ask that all members treat each other with kindness and respect.
2. **Keep discussions focused on civil legal aid and related topics.** This is a community for legal aid professionals; please refrain from discussing unrelated topics or using the platform for personal or commercial purposes.
3. **Protect the confidentiality of client information.** Do not disclose any confidential or privileged information about your clients or cases.
4. **Be mindful of the language you use.** Avoid using offensive or inflammatory language, and remember that this is a professional community.
5. **Do not engage in harassment or discrimination** of any kind. This includes but is not limited to discrimination based on race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, or disability.
6. **Follow all applicable laws and regulations,** including those governing the practice of law and the use of the internet.
7. **Keep the information associated with your account up to date and accurate.**

8. **As needed, report any violations** of these guidelines to the community moderators. They will review the situation and take appropriate action as needed.

By using the Platform, you agree to abide by these guidelines and the decisions of the moderators. Failure to do so may result in the removal of your content and/or suspension of your account. We hope the Platform will foster meaningful connections and discussions that support the important work of legal aid professionals.

If you have questions or comments, please contact Dave Pantzer at [dpantzer@mlsc.org](mailto:dpantzer@mlsc.org).