

# Netiquette Guidelines

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

## Security

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

## General Guidelines

When communicating online, you should:

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING
- Limit and possibly avoid the use of emoticons like :) or ☺
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)

## Email Netiquette

When you send an email to your instructor classmates, you should:

- Use a descriptive subject line
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the message author intended for the information to be passed along before you click the "forward" button

## Discussion Forum Netiquette and Guidelines

When posting on the Discussion Forums your class, you should:

- Make posts that are on topic and within the scope of the course material
- Refer to any grading policies or rubrics associated with the forum before composing your post
- Take your posts seriously and review and edit your posts before posting. You only have 1 minute to edit after you submit your post.
- Consider composing your posts offline in a word processor and copy/pasting into a forum rather than posting directly into the forum area
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

Consider the following chart as you engage in thoughtful dialogue with your peers and build a community of inquiry in your courses:

Hospitality	Make other learners feel welcome to participate and safe to express their ideas and opinions
Participation	Engage in the discussions to add depth and subtlety to the discussion
Mindfulness	Take time to understand the opinions of your peers and be respectful of their diversity of thought
Humility	It's OK to admit the limitations of your knowledge and opinions
Mutuality	Be concerned about your own learning but also the learning of your peers
Deliberation	Offer arguments and counterarguments supported by evidence, data, and logic as you engage in a thoughtful discussion of an issue. It's OK to change your views as a result of the arguments presented by your peers.
Appreciation	Don't be afraid to express your appreciation to peers for their thoughtful comments and insights
Autonomy	Don't be afraid to stay committed to your opinions and beliefs and argue assertively for them.