

## Online Netiquette

### **1) Act Professional in how you communicate.**

- When you are interacting in an electronic environment as a member of a class you are subject to the same rules of courtesy and conduct that you would find in any face-to-face environment. Treat your instructors and fellow students with respect.
- Proofread and check the spelling. While online communication is more relaxed, it is not careless communication. Doing a quick proof of your work before you send it may alleviate the need to clarify your posting and save you some time and potential embarrassment.
- Be aware of copyright and "fair use" law; do not plagiarize, cite your information.
- Respect others' thoughts and ideas. Be constructive in challenging different views and explain where you disagree and why within the rules of "netiquette."
- Be clear with your words. It's easy for someone to misinterpret your meaning. They can't see your expressions or hear the tone of your voice.
- Be careful when using sarcasm and humor. Without face to face communications your comments may be misinterpreted.

### **2) Appropriate use of E-Mail and discussion boards.**

- Remember that you are writing to a group; if you need to reply or respond to an individual, do so privately.
- Use the subject line effectively; use meaningful subject titles.
- Group E-mail and discussion board posting are public conversations; therefore do not post anything personal.
- Keep your messages on the course topic.
- Do not send chain mail and or spam to others.
- Any personal issues, related to the course, or confidential issues, should be directly communicated to the course instructor. Such items should not be posted on the public course discussion forum.