

# Netiquette



Communicating online is a great way to learn and connect with people. To make sure that everyone gets the most out of the experience, there are a few rules that apply to all online interactions.

## Be Polite



Re-read your message before sending and only send it if you would be comfortable saying it to the person's face. Consider how it might sound to someone who can't see your face or who comes from a different background than yourself.



Use no profanities, vulgarities, or discriminatory language.



Do not use all upper-case letters – it is the equivalent of SHOUTING!

## Be Considerate



Adopt a friendly and informal tone. Remember this is a safe and supportive community of learning.



Respect the opinions of your classmates. If you disagree, do so respectfully and acknowledge the valid points in your classmate's argument. Acknowledge that others are entitled to have their own opinion.



Respond to other people's requests if you are able to help. You never know when you may need to ask for help.



When responding to someone who has asked more than one question, quote the relevant question so the person knows to what you are referring.



Make sure the subject line of your contribution is relevant to your message and corresponds to the relevant discussion thread. This saves readers time when opening messages.



Stay on point – craft a brief and concise message that conveys your thoughts.



Remember that postings can be read by many others. If you want to say something private, send an email instead.

## Be Professional



Please keep your comments civil, thoughtful, scholarly and constructive. The idea of online interactions are to help everyone learn and gain insight by reading others' opinions and ideas. When everyone participates thoughtfully, it is a tremendous opportunity to learn.



Please eliminate the use of abbreviations such as OMG, LOL, BTW, R, U as used in text messaging.



Spell check and grammar check so that your message is professionally written.



Cite your sources. Do not quote other outside resources or classmates without giving appropriate credit.

