

# NETIQUETTE

Online Etiquette: Guidelines for acceptable behavior when interacting with instructors and students in an online setting.



## Keep it Professional

- This is a professional environment – there are expectations for your behavior regarding all activities related to this course.
- Dress appropriately and select an acceptable location to record videos or join virtual meetings.
- No inappropriate language or derogatory statements.
- Address your instructor and classmates professionally at all times.

## We are all Human

- Remember you are talking to real people, with feelings, lives, and opinions.
- Be respectful. Say please and thank you. Respect other opinions and do not mock or criticize people for their statements.
- Respect privacy and do not abuse your power. If you have access to emails, photos, or other personal information of your classmates through the course that you would not otherwise have access to, it is not your property to use and distribute as you see fit.
- Do not be a bully. Respect differing opinions and be mindful that everyone makes mistakes.

## Choose Your Words Carefully

- Text is permanent. Everything done inside the course is recorded in some way. Be careful what you say as you may not be able to delete it from the course.
- Do not make jokes. Sarcasm is especially difficult to interpret in text. Avoid jokes and sarcasm to prevent misunderstandings.
- Disagree with evidence. Think before you type and have evidence to support your statements. It is not easy to give or take criticism, so be considerate in your responses.
- Never use all capital letters. PEOPLE WILL THINK YOU ARE SHOUTING. Do not use colored text for emphasis either as some cannot differentiate colors. Instead, use black and *italics* or **bold** for emphasis.
- Take your time and great care with how you write your thoughts. One of the best aspects of an online conversation is that you have plenty of time to ensure you are meeting requirements, correctly interpreting peer posts, and submitting high quality information (free of spelling errors, grammar mistakes, and inaccuracies).

**Remember: If it is not acceptable face-to-face behavior, then it is not acceptable online either.**