Netiquette for Online Courses

The following serve as guidelines for interactions with others in an online learning environment.

1. **Participate** - It is good internet etiquette to participate in online discussions and other collaboration activities to reinforce your own learning and contribute to the learning of the class.
2. **Be aware of your communication** - It is proper netiquette to be friendly with your classmates. Do not post potentially offensive, disrespectful, sarcastic or culturally insensitive comments. Be aware that your written words cannot be explained in person or interpreted by body language. Don’t assume that someone ‘knows what your mean’.
3. **Respect privacy** - It is proper netiquette to respect the privacy of everyone in the class. Don't share someone’s personal information online without their permission.
4. **Stay on topic** – Questions, discussions and posts contribute to the learning process and engagement of the class. Staying on topic for a particular thread or post makes it easier for everyone to locate the information they need when they need it.
5. **Do not plagiarize**
6. **Use credible sources** - It is proper netiquette to cite credible sources when using quotes or paraphrasing in an online discussion, course activities or assignments. Use sources, including websites, which have good reputations for the information they provide.
7. **Keep an open mind** - Education is designed for the acquisition of knowledge. A mindset that is open to new possibilities, ideas and actions is considered necessary to acquire knowledge. If you cannot agree on anything with a fellow student or instructor, agree to disagree.

 (Retrieved and adapted from <http://www.networketiquette.net>)

**Other tips:**

* **Identify yourself:**
	+ Begin messages with a salutation and end them with your name.
	+ Use a signature (a footer with your identifying information) at the end of a message
* **Include a subject line.**Give a descriptive phrase in the subject line of the message header that tells the topic of the message (not just "Hi, there!").
* **Use appropriate language:**
	+ Avoid coarse, rough, or rude language.
	+ Observe good grammar and spelling.
* **Use appropriate emoticons (emotion icons) to help convey meaning.** Use "smiley's" or punctuation such as :-) to convey emotions. See website list of emoticons at http://netlingo.com/smiley.cfm and http://www.robelle.com/smugbook/smiley.html.
* **Use appropriate intensifiers to help convey meaning.**
	+ Avoid "flaming" (online "screaming") or sentences typed in all caps.
	+ Use asterisks surrounding words to indicate italics used for emphasis (\*at last\*).
	+ Use words in brackets, such as (grin), to show a state of mind.

**Avoid sarcasm.** People who don't know you may misinterpret its meaning