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 main 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.

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