**Netiquette Guide for Online Courses**

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with others. These guidelines for online behavior and interaction are known as netiquette.

Security:

* Don’t share your password with anyone, it is the only thing protecting your information.
* Change your password if you think someone else might know it.
* Always logout when you are finished using the system.
* Don’t share personal information online and don’t forward the personal information of others. .

General Guidelines

* Be respectful. Negative personal or insulting remarks have no place in the positive online learning environment. Respect the opinions of your classmates and instructor. If you feel the need to disagree, do so respectfully and acknowledge the valid points in the other person’s argument. Acknowledge that others are entitled to their own perspective. It’s an ethnically rich and diverse, multi-cultural world in which we live. Use no language that is—or that could be construed to be—offensive toward others.
* Avoid sarcasm and be very cautions with humor. What may seem like an obvious joke to one person could come across as off-putting, rude or racist to another person. Without seeing a person’s face and hearing the tone of their vice It can be incredibly difficult to understand the commenter’s intent. For this reason, it is best to avoid sarcasm all together in an online classroom as well as email.
* Be polite and kind. Use your professors’ proper title: Dr. or Professor, Mr. or Ms. Unless invited, don’t refer to your instructor by their first name. Avoid typing in all caps. This is interpreted as yelling and is not appropriate. If your classmate or instructor makes a mistake, don’t badger him or her for it. Communicate the discrepancy kindly.
* Report glitches. Discussion forums and web portals, anything electronic can break. If for any reason you experience difficulty participating please call, email or otherwise inform the instructor or IT personnel as directed. Chances are others are having the same problem.

Email & Online Discussion (Message Board/Comment Posting) Netiquette

* Use proper writing style. This is a must. Communicate as if you were writing a term paper. Correct spelling, grammatical construction and sentence structure are expected in every other writing activity associated with scholarship and academic engagement. Emil and Online discussions are no different. Avoid slang terms such as “wssup?” and texting abbreviations such as “u” instead of “you.” Spell-check all emails and discussion posts.
* Read first and reply with integrity. Take the time to read through the entire email or each previous discussion post before writing your own response. Be sure to review your response thoroughly before sending or posting in a discussion. Submitting a response in a discussion that is the same or very similar to a classmate’s indicates to the instructor that you haven’t paid attention to the conversation thus far. Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point.
* Cite your sources. If your contribution to the conversation includes intellectual property) authored material) of others such as books, newspaper, magazine or journal articles – online or in print – they must be given proper credit.