A SIMPLE GUIDE TO NETIQUETTE

for a Positive Online Community

Use effective online strategies for maintaining positive interactions when body language, tone of voice, and other face-to-face communication cues are not available.

1 KEEP IT PROFESSIONAL

It's great to get passionate about course ideas, but keep emotions, strong language, and exclamations out of the classroom, where they can come off as offensive, hostile, threatening, inappropriate, or uncivil. Consider whether you would say it in front of your professors and peers. Keep your filters on.

2 FOCUS AND BE SINCERE

We all like interacting with our classmates, but let's face it. We probably wouldn't be discussing if it weren't part of a grade. Focus on the requirements and avoid sarcasm and joking around. Clearly address the task at hand.

3 LISTEN TO OTHERS

You wouldn't walk into class late and just start telling everyone what you had read. The rules are the same in your online courses. Be sure to read your classmates' comments and add to the dialogue. Comment and build on previous points by referring to classmates by name.

4 KEEP AN OPEN MIND

One important way that we learn is by hearing new perspectives and considering how their ideas compare with our own. If you read something you find troubling, ask for clarification or share concerns with your instructor before jumping to judgment. Respecting and understanding others, across our differences, is a valuable skill.

5 INTERNET IS FOREVER

Think before you press send, save, or submit. While your course communications are protected behind passwords and federal privacy regulations, it is always wise to remember that anything you post on the internet may leave your control.

6 WRITE ACCURATELY

Practice your writing skills, no matter how short the assignment. Don't forget the expectations for accurate grammar use, full sentences, and word choice appropriate for academic audiences. Remember your English 101 skills in all your classes.