

RULES OF NETIQUETTE

Netiquette: Refers to "Network Etiquette." For students taking a web-only course, it is essential that you communicate effectively with your instructor and other students.

The following are basic rules to be observed while interacting with others online:

Basic Netiquette for All Online Participation

- Adhere to the same standards as you would for written language.
- Common courtesy and good manners, along with proper use of grammar, sentence structure, and correct spelling, are all part of proper netiquette when taking an online class.
- Remember who your audience is when posting to discussion boards, sending emails, or participating in a chat room discussion. You should behave as if you were sitting in a traditional classroom. **Remember:** *The online classroom setting is more formal than in public forums or personal chat groups you may have used.*
- Be clear and concise. Explain your ideas entirely but get quickly to the point.
- Using all capitals is the equivalent of SHOUTING and considered RUDE.
- Avoid attacking someone for their point of view. Remember that it will be read by many readers, including the instructor.
- Read over what you are going to send at least once, just as you would proof read a paper you submit. Remember, once you submit your work, discussion, or email, you cannot change what you have written.
- It is not acceptable for you to present work or ideas of others as your own. If you quote from a source, use quotation marks and provide the original author's name and the work from which the quotation is taken. Use your own understanding of the work, instead of direct quotes if possible, and give credit to the original author by citing name and source of idea.

Chat Room Netiquette

- Dominating an online conversation is just as rude as it is in a face-to-face meeting. Everyone needs equal time.
- Do not lurk. This means that you are just reading and not participating.
- Do not be repetitive.
- Your instructor's role is not to censor, so please use good taste when involved in a WebCT chat.
- Do not use acronyms -- Example ROFL (rolling on the floor laughing). Not all students will know the meanings of these.
- Use emoticons sparingly to help others understand the tone for your message. Example :) happy or :(sad.

- Remember to stay focused on the chat room assignment. Do not drift from the assigned topic or purpose of the chat.
- In a chat room that has a large number of participants, you may need to clarify the person to whom your response is directed. Be clear and concise.
- Remember that although the instructor may not be participating in your assigned WebCT chat, a transcript of the chat is available for the instructor to view later.

Message/Discussion Board Netiquette

- Try to respond to discussion messages within a 24 hour period, but remember that since all participants will not be monitoring the message board at the same time, it may take some time for a response to your post.
- Avoid duplication. Read previous discussions before you comment or ask a question. Chances are the information may have already been covered.
- When posting a response, make sure you clarify the post to which you are responding.
- If the topic you wish to address is already covered under an existing thread, do not start a new one.
- When responding to a specific comment, quote only the relevant part of the comment.
- If your response is longer than three or four lines, break it up into paragraphs to make it easier to read.
- Check in often. It is easy to fall behind and miss posts by instructors and students.

Email Netiquette

- Check your IDSL course email often--this is the primary method for the instructor to communicate with you.
- Always use your antivirus software to check files before you send them to others.
- Avoid socializing in your online class email. Instead use your private email for this.

Taken from: Online Web Information. Copyright © 2004, Spartanburg Community College.