

E-Learning Netiquette for Pirates

Adapted from Union County Virtual E-learning Netiquette

It is very important that you conduct your online activities in a professional and respectful manner while using your Chromebook, the UCPS network and any remote/hybrid/virtual courses. The main reason is that this is an environment, just like it is in school, where you should show respect for your classmates and your teachers. Additionally, all UCPS and school discipline policies apply while you are enrolled in our virtual courses or while you are participating in one of our PR hybrid courses from home.



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

What platforms does this apply to? This applies to all online learning environments that your teachers use to work with you. For example, this applies to Canvas, Google forms/docs, Microsoft Teams meeting and chat platforms, and any online learning programs specific to your course. This also applies to email messages that you send to your classmates and your teachers, counselors, and other school staff. Remember that all of these things are provided for your use for your learning. Please treat them with respect.

SECURITY: *Your password is the only thing protecting you from pranks or more serious harm*

- Don't share your password with anyone
- Don't post your password where others can see it
- Change your password if you think someone else might know it
- Be careful with personal information (both yours and other people's)
- Do not send confidential student information via e-mail
- Always logout when you are finished using Canvas, your Chromebook, or a Web 2.0 tool

GENERAL COMMUNICATION GUIDELINES: *Online communication should be respectful of both peers and instructors*

- Treat instructors and peers with respect, in email or in any other online communication
- Always use your instructor's proper title
 - Mr. or Ms., or in the rare case Dr.
- Use clear and concise language

- All communication should have correct spelling, grammar and punctuation
- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you”
- **Do NOT** use texting lingo like LOL, OMG, JK, etc
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- **Do NOT** use **ALL CAPS** because IT CAN BE INTERPRETED AS YELLING
- Avoid the use of emoticons like :) or J
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or be interpreted as offensive

EMAIL NETIQUETTE: Follow these guidelines when you send an email to your instructor, or classmates.

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Sign your message with your name and contact information
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all”
- Be careful when forwarding messages from others, make sure you have an author’s permission before you share an email with others

DISCUSSION BOARD NETIQUETTE: *Follow these guidelines when posting or replying to a discussion based assignment in Canvas.*

- Create posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit them before sending
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks