

## Sample 1

Netiquette is a combination of 'net' (from Internet or Network) and 'etiquette' and refers to acceptable Internet behavior. It means respecting others' views and opinions and displaying common courtesy when posting your views and opinions online in discussion forums, email, blogs, and social networking sites, etc. This type of communication does not allow each person to see facial expressions, body language, or hear intonation so it's especially important to watch what and how we say things online. By following netiquette, online communication becomes clearer and helps you maintain and establish positive online relationships as well as develop a positive online reputation.

All class members should abide by these six simple rules (abridged and modified from the 10 rules of Albion.com):

1. Be kind and forgiving of mistakes (i.e. do unto others as you'd have others do unto you)
2. Adhere to the same standards of behavior online that you follow in real life (i.e. be ethical)
3. Respect other people's time and bandwidth (i.e. avoid long rants and be careful not to monopolize a discussion)
4. Share expert knowledge (i.e. let others benefit from your insights and experience)
5. Help keep flame wars under control (i.e. no personal attacks or ongoing attempts to belittle antagonize others)
6. Respect other people's privacy

## Sample 2 - Netiquette for Live Sessions

Netiquette Guidelines for Live Sessions: The purpose of our live sessions is that we actively engage with one another in a "face-to face" setting via our computers, laptops, etc.... In order to ensure that this learning experience is both productive and enjoyable, students are expected to follow rules of online etiquette or, netiquette, when participating in a live session. Most of us will be participating from our home. Please keep a few things in mind as your surroundings will be visible to everyone participating in the live session.

- Find a quiet area, free from things that may distract others (pets, people, television, phone, doorbell)
- Help members of your family understand your need for quiet during live sessions
- If you need to eat or drink, please do so when you are not "on camera"
- Log in approximately 10 minutes before class starts
- The session may be recorded for review
- Follow the instructor's guidelines for participation (e.g. raise your hand if you plan to talk)
- Use the chat box to engage in a back channel discussion about the class content (but be careful not to get too distracted and be sure
- Always connect via video (only turn off video when absolutely needed)
- Be sure to connect in a location that has strong internet connectivity
- Make sure your face can be seen on the camera
- When in breakout groups stay on task to what was assigned by the instructor

## Sample 3 -Netiquette for ONline Forums/Discussions

Netiquette Guidelines for Online Forums/Discussions: The purpose of our online postings to the



discussion forums is so that we may more actively engage with the material we are examining by reflecting on that material and communicating our thoughts, observations, questions on that material with each other (e.g., students/students; students/faculty; faculty/students). In order to ensure that this learning experience is both productive and enjoyable, students are expected to follow rules of online etiquette or, netiquette, when posting.

- Before posting anything online, read what others have posted. Avoid repetition.
- Do not respond too quickly; take the time to reflect upon what you have learned in the assignment.
- When responding to someone else's posting(s):
  - Summarize or quote what the student has said and include their name.
  - State your position clearly.
  - Always re-read what you've written in response to another. How would this sound if it were written to you? How would you interpret what the person is saying? Should you send it?
- Be sure to respond to someone else's comment(s) about your original posting(s).
- If you agree or disagree with someone, make sure you back up your position with solid reasoning and justification.
- Cite sources whenever using someone else's ideas or words. Remember:
  - Do not use cut and paste
  - Make sure the information is referenced properly, including author, title, year of publication, URL, etc.
  - Paraphrase, don't quote verbatim
  - Give credit where credit is due
  - Make sure the sources are reliable
- Online Forums/Discussions are not Instant Messaging:
  - Do not use abbreviations
  - Use proper grammar & proper case, e.g., capitalize only when proper to do so
  - No foul language
  - Spell check your document before posting
- Keep in mind that some people are not comfortable sharing their thoughts, even in an electronic format. For those who are comfortable, encourage the participation of others. For those who are a bit hesitant to post, challenge yourself to post some thoughts. All input is valuable.

Finally, remember that your messages reflect on YOU; take time to make sure that you are proud of them. Be careful with the use of humor and avoid sarcasm. Do not forget that the person on the other end of the discussion is a human being who deserves courtesy and respect, just as you do in return.

Sample 4 -

### ***Respect and Confidentiality***

In order to have a, engaging and transformative learning experience, we must create and maintain a brave classroom space, one that encourages and fosters respect for diverse opinions and experiences. The idea of a safe space infers an environment free from danger, risk or harm. However, for learning to occur, risk and discomfort are often required (Cook-Sather, 2016). Social justice education literature introduces the idea of brave space, where danger is likely but individuals are encouraged to enter because they know their experiences will be acknowledged and that they will be supported. This term also shifts our attention toward engagement in the learning process (Aroa & Clemens, 2013).

Creating a brave space means we have a shared responsibility to listen attentively to one another, respond respectfully, and maintain the trust of one another. Any information revealed in this classroom, personal or professional, should not be shared with others outside the class. As we engage in



discourse in the class, we need to do so in a manner that is respectful, remembering that seeking to understand others is just as important as being understood. Suggestions about how to demonstrate a respect for diversity and maintain a confidential environment are welcome, particularly as our campus endeavors to achieve inclusive excellence. \*

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### **Netiquette**

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- Share expert knowledge (i.e. let others benefit from your insights and experience)
- Help keep flame wars under control (i.e. no personal attacks or ongoing attempts to belittle or antagonize others)
- Respect other people's privacy

### **Community Guidelines**

We ask that you abide by the following expectations:

- Keep your language and remarks positive and professional.
- Be respectful.
- Never denigrate another person, program, college or university.
- Challenge each others' ideas, but don't challenge each other personally. Remember, sometimes it is better to be kind than to be right.
- Be lively, debate, but do so with dignity and respect.
- Write in proper English with proper grammar and punctuation. Text messaging abbreviations are great for texts... they should not be used.



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- Respect other people's time and bandwidth (i.e. avoid long rants)
- ***Have fun! Engage!***

All University Standards of Conduct for Students apply while participating in the Virtual Student Union