Netiquette

"Netiquette" stands for internet etiquette. It's the do's and don'ts of online communication. Netiquette covers both common courtesy online, and the informal "rules of the road" of cyberspace. Good netiquette is important to use since online communication is non-verbal.

While it's important to follow netiquette rules for all online communication, professional communication requires focused attention to spelling and grammar which isn't always necessary in personal communication. It is important to know good email and online course etiquette and how to write professionally when in a professional environment.

During the course of online instruction, your communications concerning the course should be appropriate and respectful to everyone.

- In all online communications, it is expected that students will follow the rules of online netiquette, a guideline for polite online behavior.

- Individuals who violate netiquette rules or engage in disruptive online behaviors, such as posting disrespectful or hostile comments, posting inappropriate comments, or shouting (posting messages using all capitals), may be referred for discipline.

- Don't use short-hand like ROTFL (rolling on the floor laughing), BTW (by the way), or text-style writing like R-U thinking, etc. Not everyone knows what these abbreviations mean. If you want to use emoticons (smileys) to convey feelings, stick with the basics happy :-) sad :-(or wink ;-). Others are less well-known and are subject to different interpretations. The idea is to be clear in your communications.

- Use discretion when posting and/or sending emails, assignments, and participating in discussions. Make sure to check spelling, punctuation, grammar, capitalization, and sentence structure.

- Online, how you mean something may not always be clear. Be sure to keep your communication both respectful and appropriate. Remember that when communicating online, you are reading something that someone else typed. You cannot see their facial expressions, read their body language or hear the tone of their voice to infer meaning. As a result, online communication can be misinterpreted if not done correctly. Following proper netiquette means that communication online is made clearer.