

Lesson: Netiquette Basics



Be polite and respectful to fellow online participants by avoiding:

- Obscene language or sexual conversation.
- All-caps type, which is perceived as SHOUTING.
- Repeating the same sentence continuously.
- "Flaming" others with emotional or angry messages.

To communicate effectively in the online environment:

- Use correct spelling and grammar.
- Smilies, or emoticons, are okay to use when appropriate and can add personality.
- When using an Instant Messaging program such as Jabber, you must check with your instructor to find out if you are allowed to use the standard IM abbreviations.

Netiquette in the Classroom

- Use your real name when communicating during online discussions.
- Refer to other students in the class by their first name.
- Use reinforcement phrases such as "Good idea" or "Thanks for the suggestions."
- Avoid hostile or rude comments.
- Be careful when using sarcasm and humor. Without face to face communications your joke may be viewed as criticism.
- Be professional and careful what you say about others.
- Promote cooperation by encouraging other students and offering positive feedback.
- Cite all quotes, references and sources and respect copyright and license agreements.

E-mail Netiquette

- Keep paragraphs and messages short and to the point.
- Respond in a timely manner to a message sent to you from the instructor or another student.
- Focus on one subject per message and always include a pertinent subject title for the message. That way, the user can locate the message quickly.
- Never forward e-mail. It is considered extremely rude to forward personal email to mailing lists or Usenet without the original author's permission.
- Don't use academic networks (like DoDEA's) for commercial or proprietary work.
- Include a greeting at the beginning of your email messages.
- Include your signature at the bottom of email messages.