

18 Rules of Netiquette for Online Learning


that means
"etiquette for the net"



It is important to remember that proper online etiquette helps to maintain a respectful online educational environment. Please familiarize yourself to these key tips of expectations for your online learning community.

Netiquette (net + etiquette) is the code of proper conduct applied to virtual online spaces.

ONLINE CLASS ENVIRONMENTS

Rule of Thumb
If you wouldn't do or say something in real life, don't do it



1

Faculty, instructors and students treating everyone with respect in online communication, such as discussion boards and forum posts, chat posts, and email.

2

Use clear and concise language. Avoid slang terms or abbreviations including when posting to discussion boards.

3

Avoid using caps lock **AS IT CAN BE INTERPRETED AS YELLING!**

4

Limit the amount of your personal information that you share.

5

Respect the privacy of others when engaged online which includes sharing other people's private information.

6

If individuals have indicated a preferred pronoun (such as "he," "she," or "they"), use the preferred pronoun when referring to them.

7

Celebrate, embrace and be respectful of others' opinions even when they differ from your own. If you disagree with someone, express your differing opinion in a respectful, non-critical way. Personal or insulting remarks are not acceptable in the Okanagan College learning environment.

8

Posting or sharing (even privately) inappropriate material with your classmates, faculty or instructors is not acceptable.

9

Recognize that some classmates may be challenged to documenting their written communication in an online environment. It is different from speaking face-to-face. However, if someone writes something that you believe is offensive or hateful, immediately draw this to your faculty or instructor's attention.

10

Avoid sarcasm and dark humor. Take your posts seriously and recognize that sometimes the tone and message may be misunderstood in written form. If time permits, read everything out loud before you send it.



11

If you don't understand something, it is important to ask either your faculty or instructor, classmate or study partner for clarification.

12

If you have concerns about the course, please contact your faculty or instructor privately, rather than posting your concern to a chat box or a discussion Forum.



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ONLINE OR MOODLE DISCUSSION GROUPS:

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Ensure your posts are related to the topic of discussion and within the scope of the course material.

14

In discussion groups, make your subject line specific, such as "Next Wednesday's Assignment," rather than "Question."

15

Provide thoughtful replies rather than "I agree," such as explaining why you mostly agree but have a slightly different perspective on a few of the points made.

16

Cite your sources where appropriate. If you are sharing an idea that originated from someone else (even if it is not word for word), it is good practice to cite that source.

EMAILS:

17

If you need to email your faculty or instructor, use the email that has been provided in the Moodle Site and on the course outline. Use your Okanagan College email address.

18

It is helpful for you to provide a brief context of the nature of the email, such as, "I'm in your Monday/Wednesday Biology course. I have the following question from the class..."

