Netiquette Guidelines for Learners:

What is Netiquette?

Netiquette is short for "Internet etiquette." Just like etiquette is a code of polite behaviour in society, netiquette is a code of good behaviour on the Internet. This includes several aspects of the Internet, such as email, social media, online chat, web forums, website comments and other types of online communication. While there is no official list of netiquette rules or guidelines, the general idea is to respect others online.

At SNMCI learners are asked to consider the following….

The rules for online learning and classroom learning are virtually the same: You have to study, take notes, attend classes and participate in discussions. In the classroom, your words, gestures, posture and facial expressions communicate your thoughts and observations to your classmates and lecturers. But how do you express yourself online, where the written word is all they see?

➢ **Make sure identification is clear in all communications**. Begin with a salutation ("Dear or Hi ….) and end with your signature and a sign off where appropriate (Best wishes /Name).

➢ **Be kind, respectful and professional.** Online communication comes with a level of anonymity that doesn't exist when you're talking to someone face-to-face. Sometimes this leads people to behave rudely when they disagree with one another. Make a point to be kind and respectful in your comments—even if you disagree with someone. Good netiquette means conducting yourself in an online class with the same respect, politeness and professionalism that you would exhibit in a real-life classroom. Debate is welcome as long as you are discussing the ideas, not attacking the person.

➢ **Think before you type.** A passing comment spoken in class can be forgotten a few minutes later, but what you share in an online classroom may be part of a permanent digital record. Be just as respectful toward others as you would be if you were sitting in the same room together. Review what you wrote and try to interpret it objectively. When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood.

➢ **Be aware of the impact of your posts**. If you wouldn't say it face to face, don't say it online. When you're working online, you're safe behind a screen, but that's no excuse to be ill-mannered or say things you would never say in face-to-face situations.

➢ **Be sensitive to different cultural, political and religious backgrounds.** Don't assume everyone understands where you're coming from. Sarcasm and wit is often the spice of in-person conversation, but in online discussion, it can backfire. Your online class is made up of people of all ages and cultures who have varied backgrounds, lifestyles

and geographic locations. With this in mind, review what you wrote before contributing to the conversation and ask yourself, "Will *everyone* get the joke?"

- ➢ **Don't abuse the chat box.** Chat boxes are incorporated into many online classes as a place for students to share ideas and ask questions related to the lesson. It can be a helpful resource *or* a major distraction—it all depends on how well students know their classroom netiquette. The class chat box isn't an instant messenger like you'd use with friends. Treat it like the learning tool it's meant to be, and try not to distract your classmates with off-topic discussions.
- ➢ **Respect others' privacy.** Don't give out another student's personal email address without permission.
- ➢ **Guard you own privacy.** Remember, if it's on the internet, it's everywhere. It good practice to be guarded when it comes to personal information. Don't share personal information about yourself in a public online forum, especially something that could put your safety or security at risk.
- ➢ **Forgive and forget.** If you're offended by something another student says online, keep in mind that you may have misunderstood their intentions. Give them the benefit of the doubt.

The online environment is great place to share ideas and support each other. Be proud of the posts you make as they can contribute to your fellow students learning experience.