

# Examples of Online Netiquette Guidelines

## 1) Netiquette: Expectations of good behavior online

Distance education can give a false sense of anonymity in terms of the consequences of what we are doing. As a result, many people feel less inhibited in online situations than in their everyday lives. This heightened sense of inhibitions sometimes leads people to use less than their usual sense of personal respect for each other when communicating online. As a result, online communication guidelines have developed over the Past few years. This informal set of guidelines for online behavior called **Netiquette**. Netiquette can be summarized by three simple understandings: remember that there is a human being on the other end of your communication, treat that human being with respect, and do not transmit any message that you wouldn't be willing to communicate face to face. Email is public domain and is not considered private information. The same goes for information shared in our classroom discussion and chats. Please keep in mind the following as you complete your educational career here at Inver Hills Community College:

- Be careful what you write about others. Assume that anyone about whom you are writing will read your comments or receive them in a way other than intended.
- Online messages can be quite informal, but try, nevertheless, to express your-self using proper spelling, capitalization, grammar, usage, and punctuation.
- Be truthful. Do not pretend to be someone or do something that you are not.
- Use titles that accurately and concisely describe the contents of e-mail and other postings.
- Consider your audience, and use language that is appropriate. Excessive use of abbreviations or slang in a nontechnical chat room, for example, can be bad manners, and remember your peers may not understand your chat abbreviations.
- Avoid offensive language, especially comments that might be construed as discriminatory.
- Remember that the law still applies in cyberspace. Do not commit illegal acts online, such as libeling or slandering others, and do not joke about committing illegal acts.
- Be careful with humor and sarcasm. One person's humorous comment may push another person's buttons or may even be seen as offensive.
- Avoid putting words into full capitals. Online, all-caps is considered SHOUTING.
- Especially in the chat area if you are following up a previous message or posting, summarize that message or posting.
- When summarizing, summarize.
- Do not post irrelevant messages.
- Do not post messages whose sole purpose is to sucker others into an irrelevant or unimportant discussion.
- Read existing follow-up postings and don't repeat what has already been said.
- Respect other people's intellectual property. Don't post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
- Online expressions of hostility will not be tolerated.
- Never send online chain letters.
- Some e-mail programs allow one to place signatures containing text and graphics at the ends of mailings. Remember that elaborate materials take up valuable transmission time.
- Do not send e-mail to people who might have no interest in it. In particular, avoid automatically copying e-mail to large numbers of people.
- Avoid chastising others for their online typos. To err is human. To forgive is ...what we do. In online chats typos and misspellings may occur. Do not retype the message or correct unless the message cannot be understood. In discussions please be sure to use proper spelling, capitalization, grammar, usage, and punctuation

Compiled by Cheryl Redinger  
Human Services, 2009

## 2) Sample Two

All students pay tuition and deserve a positive and courteous learning environment. Students should be

aware that their behavior impacts other people, even online. I hope that we will all strive to develop a positive and supportive environment and will be courteous to fellow students and your instructor. Due to the nature of the online environment, there are some things to remember.

1. **Always think before you write.** In other words without the use of nonverbals with your message, your message can be misinterpreted. So please think twice before you hit submit.
2. **Keep it relevant.** There are places to chat and post for fun everyday stuff. Do not stray from the discussion in the assigned questions.
3. **Never use all caps.** This is the equivalent of yelling in the online world. It is not fun to read. Only use capital letters when appropriate.
4. **Make sure that you are using appropriate grammar and structure.** In other words I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. Emoticons are fine as long as they are appropriate. A smile ☺ is welcome, anything offensive is not.
5. **Treat people the same as you would face-to-face.** In other words it is easy to hide behind the computer. In some cases it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.
6. **Respect the time of others.** This class is going to require you to work in groups. Learn to respect the time of others in your group and your experience will be much better. Always remember that you are not the only person with a busy schedule, be flexible. Do not procrastinate! You may be one that works best with the pressures of the deadline looming on you, but others may not be that way. The same is true for the reverse. The key to a successful group is organization, communication and a willingness to do what it takes to get it done.

Website:

<http://www.albion.com/netiquette/corerules.html>

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### 3) Sample Three

#### ***Discussion Rules of the Road for Discussions and E Mail- Web Netiquette***

- 1) always be polite and respectful in your discussions. Discussions are constructed so that they will allow you to think critically and offer theory plus opinion. There will be differences in opinions. The questions I have posed invite different points of view. We are gathered in this course from around the world, and there are many correct answers.
- 2) Always respond respectfully. Do not attack. Listen gently to others views.
- 3) Never use foul language.
- 4) Be sure to spell check your postings. "what u rite is what we will c". For full points, we will all expect correct grammar and spelling. D2L has a great spell check system to help you.
- 5) If you use capital letters on the web, it is considered to be shouting. There are very few times when caps are appropriate.
- 6) When you respond, **do not** answer every possible point in the discussion question. Leave some room for the others in the group. You can always go back and add more when all members have had a chance to contribute.
- 7) Do not respond with sentences like "I agree" or "Me too". These add nothing to the discussion, take time to read, and will earn zero points.

8) The formal discussion forums are not for personal or general communication. There is a general student chat discussion/ forum called the "Chatting at the water cooler" for this purpose. Remember, everything that you type into a computer is potentially open to the world! It can be copied and sent elsewhere.

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