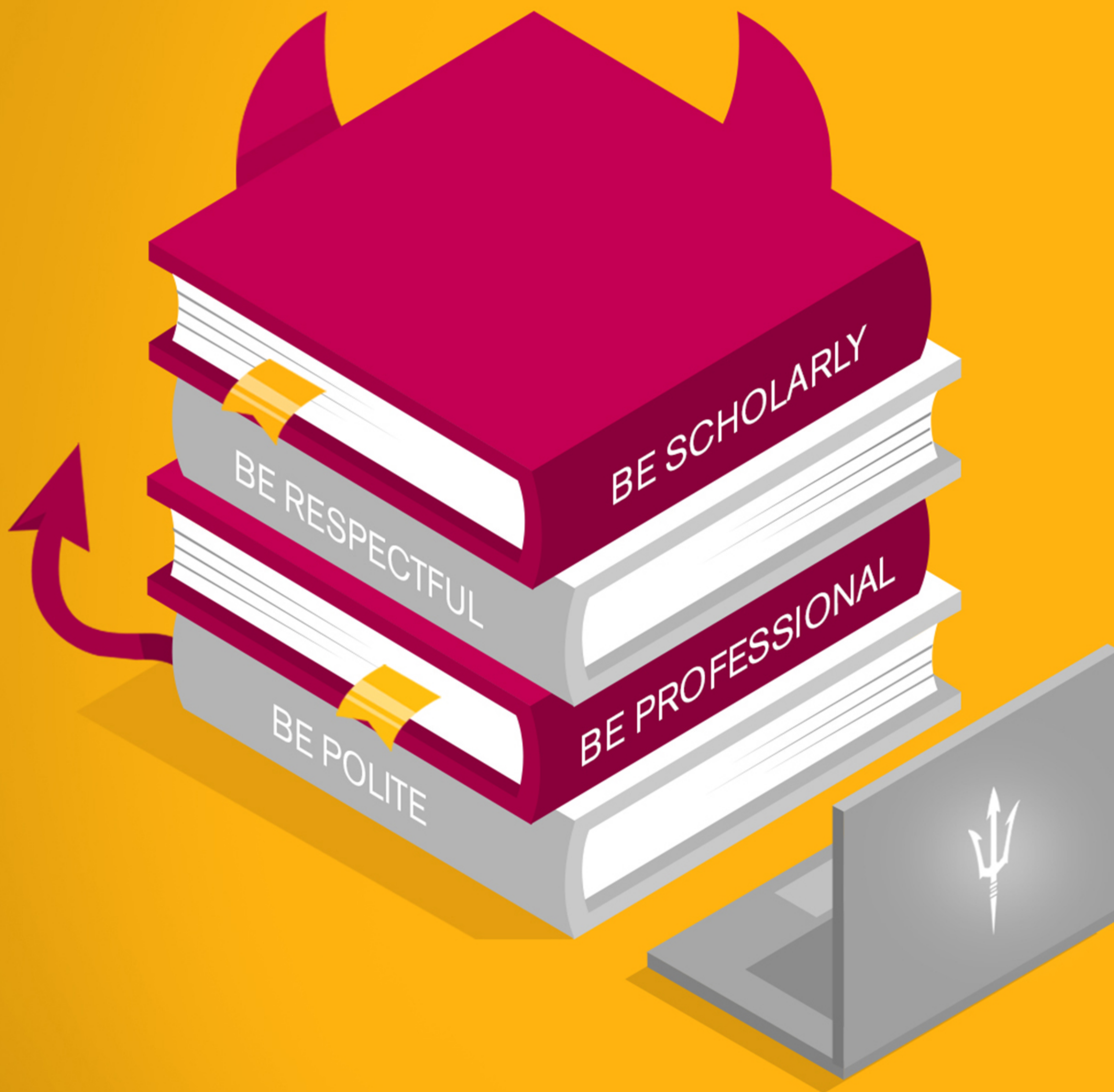


NETIQUETTE

FOR ONLINE STUDENTS



BE SCHOLARLY

Do: Use proper language, grammar, and spelling. Be explanatory. Justify your opinions. Credit the ideas of others; cite and link to scholarly resources.

Avoid: Misinforming others when you may not know the answer. If you are guessing about something, clearly state that you do not have all of the information.



BE RESPECTFUL

Do: Respect privacy. Respect diversity and opinions that differ from your own. Communicate tactfully, and base disagreements on scholarly ideas or research evidence.

Avoid: Sharing another person's professional or personal information.



BE PROFESSIONAL

Do: Represent yourself well at all times. Be truthful, accurate, and run a final spell check. Write in a legible, black font, and limit the use of emoticons.

Avoid: Using profanity or participating in hostile interactions (flaming).



BE POLITE

Do: Address others by name or appropriate title, and be mindful of your tone. Be polite as you would in a face-to-face situation.

Avoid: Using sarcasm, being rude, or writing in all capital letters (shouting). Written words can be easily misinterpreted, as they lack facial expression, body language, and tone of voice.