



# Netiquette for Online Students

Netiquette, a social code that defines “good” online behavior is something to keep in mind during your online course interactions. Writing may be the only means of communication you have with classmates and instructors, so it is especially important to do this effectively. Follow the guidelines below to leave your mark as a knowledgeable, respectful and polite student who is also positioned to succeed professionally.

## Be Scholarly

- **Do:** Use proper language, grammar and spelling. Be explanatory and justify your opinions. Credit the ideas of others through citing and linking 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 know the answer. Stay focused by avoiding irrelevant topics in discussion or collaborative activities.

## Be Respectful

- **Do:** Respect privacy, diversity and opinions of others. Communicate tactfully and base disagreements on scholarly ideas or research evidence.
- **Avoid:** Sharing another person's professional or personal information.

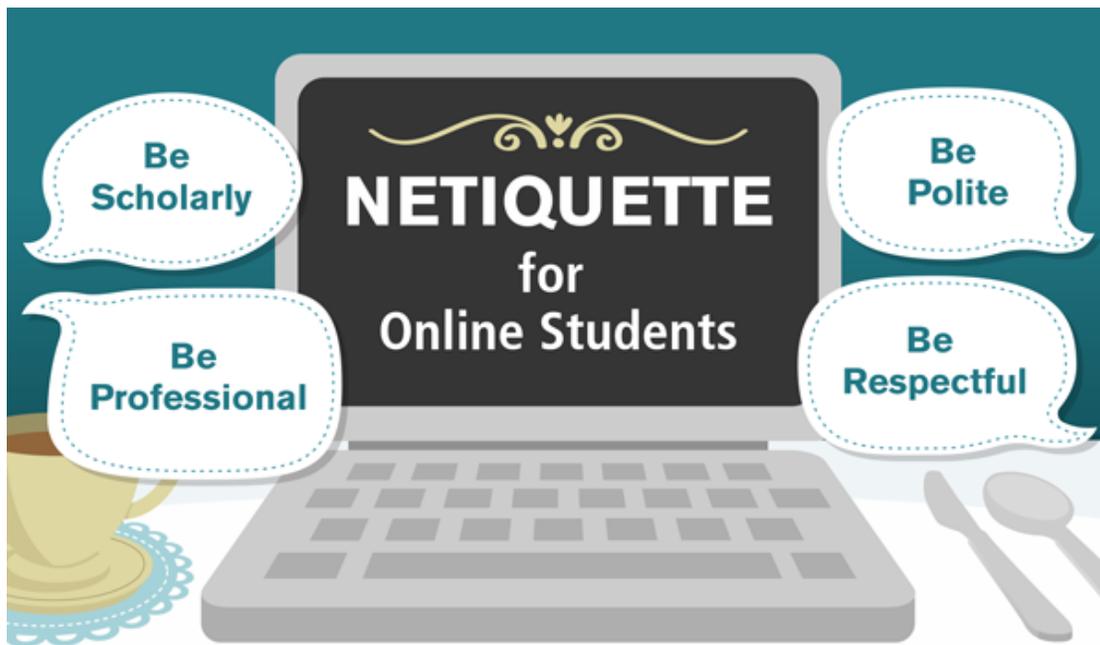
## Be Professional

- **Do:** Represent yourself well at all times. Be truthful, accurate and run a final spell check. Limit the use of slang and emoticons.
- **Avoid:** Using profanity or participating in hostile interactions.

## Be Polite

- **Do:** Address others by name or appropriate title and be mindful of your tone. Treat people as if you were in a face-to-face situation.
- **Avoid:** Using sarcasm, being rude or writing in all capital letters. Written words can be easily misinterpreted as they lack nonverbals.

Be advised that rules for student conduct apply in the online environment. Any use of electronic communication on Tri-C's network, which includes Blackboard Learn, Tri-C email, etc. for harassment may be treated as a student conduct violation under the Student Conduct Code (accessible via My Tri-C Space on the Student tab).



### BE SCHOLARLY

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

**Avoid:** Misinforming other when you may not know the answer. If you are guessing about something, clearly state that you do not have all of the information. Stay focused by avoiding irrelevant topics in discussion or collaborative activities.



### 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 situations..

**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.



### 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.



### 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.