

Netiquette Tips

A false sense of anonymity in online environments can lead students to ignore thinking about consequences of their actions. As a result, students may feel less inhibited in online learning environments than traditional face-to-face classrooms.

Netiquette is a set of guidelines for online behavior, which include the following:

- Use proper spelling, capitalization, grammar, usage, and punctuation when communicating in an online academic setting.
- Never pretend to be someone else or knowingly post false information.
- When communicating in discussion forums, use titles that accurately and concisely describe the contents of your posts.
- Avoid using excessive abbreviations or slang.
- Avoid inappropriate humor or sarcasm in class discussion posts.
- Do not type words in all capital letters—it implies you are shouting.
- Post relevant, concise messages in a discussion forum. Go back and read existing follow-up postings to avoid repeating what has already been said.
- Cite all quotes, references, and sources.
- Avoid chatting about personal topics in a classroom discussion forum.
- Change the subject line of a new discussion thread to reflect the current discussion.
- Avoid posting short comments—like “I agree” or “Me too”—in academic discussion forums.
- Remember that a human being is on the other end of your communication. Treat that human being with respect.
- Only transmit messages that you would be willing to communicate face-to-face.
- If you think that something you are writing may be misinterpreted, use emoticons to convey your expression or emotion. Remember, your reader cannot see your face or read your body language.
- Be brief and concise, especially when writing an e-mail or communicating in a discussion forum.
- Think before you post. If you are having a strong emotional reaction to something you have read, take a break and come back later.
- Keep personal information private. Posting private and personal information in the wrong location can have serious consequences.
- If something online upsets or concerns you, tell an adult immediately.

Resources

Betty's Netiquette Quiz

www.carnegiecyberacademy.com/funStuff/netiquette/netiquette.html*

Granville Elementary School: Netiquette Tips

www.granvillecsd.org/webpages/lgrandjean/using_the_internet.cfm?subpage=616910*

University of Pittsburgh: Netiquette Guidelines

www.cgspitt.org/medialibrary/File/Tips_For_Success/TipsforSuccess_Netiquette.pdf*