Netiquette for Online Courses

Mind your manners! We have all heard this before. Good **etiquette** in everyday life applies online too. In the digital world, proper **netiquette** – rules and norms for interacting online – may not be as obvious but it is just as important to understand and learn how to interact with others in a considerate, respectful way. THTI has developed the **netiquette guidelines** below to help you in the online classroom as well as other communications with lecturers and students. Leave your mark as a professional, knowledgeable, respectful and polite student/lecturer.

Video Conferencing Etiquette

1. **Wear appropiate clothing for work/classroom.**
2. **Frame the camera correctly and sit upright.**
3. **Mute yourself when you are not speaking.**
4. **Ensure your technology works correctly.**
5. **Look into the camera.**
6. **Have the right light.**
7. **Pay attention.**
8. **Be on time.**

Etiquette for using Email, Online Discussions and Chats

1. **Mind your language:**

   o Use proper language, grammar and spelling. Run a final spell check e.g. **Grammarly**.
   o Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
   o Avoid emoticons ☺.

2. **Respect others:**

   o Treat people as if you were in a face-to-face situation.
   o Address others by name or appropriate title and be mindful of your tone.
   o Avoid using profanity or participating in hostile interactions.
   o Be explanatory and justify your opinions.
   o Communicate tactfully and base disagreements on scholarly ideas or research evidence.
   o Be truthful and accurate - credit the ideas of others through citing and linking to scholarly resources.
   o Respect privacy, diversity and opinions of others.

3. **Be polite, professional and considerate**

   o Represent yourself well at all times.
   o Think before you type, what you share in an online classroom is part of a permanent record.
   o Avoid using sarcasm, being rude or writing in all capital letters – avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
   o Be cautious when using humour or sarcasm as the tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
   o Use the chat box as a learning tool, do not distract the class with off-topic discussions.
   o Attempt to find your own answers, read through information provided via email and **website.**