

## 😊 Netiquette Guide for Online Courses 😊

It is important to recognise that the online classroom is in fact a **classroom** and that certain behaviours are expected when you communicate with both your peers and your tutors, so please give them a read before our online lessons begin.

### General guidelines:

When communicating online, you should always:

- Treat yourself, your tutor and classmates with respect.
  - Therefore:
    - Don't purposefully yell, scream, create loud noises or swear to "show off"; you are young adults.
    - If you're accessing a webcam, please be dressed appropriately and ensure that your camera isn't viewing anything you wouldn't want your tutors or classmates to see.
    - Mute your microphone if you aren't taking part in discussions (this will also help to reduce "lag")
    - Don't use the online classroom as a place to bully, demean or belittle other students as you will be removed from the session and a note will be added to eTrackr.
  
- Avoid using the all-caps if you're writing a response as opposed to talking via your microphone **AS IT CAN BE INTERPRETTED AS YELLING!**
  - Be cautious when using humorous or a sarcastic tone; sometimes these styles of writing can be misinterpreted and your message might be taken seriously or sound offensive.
  
- Be careful with personal information (both yours and other's); please do not share private contact details via the online classroom.

### Email netiquette:

When you send an email to your tutor, teaching assistant, or classmates, you should:

- Use a descriptive subject line (i.e. My answer to Paper 1, Question 5)
- As with the online classroom, keep your language appropriate.
- If you're "piggy-backing" from a group-email, be sure you **REALLY** want everyone to receive your response if you wish to click "reply all" instead of "reply".