

FRANCISTUTTLE
AN OKLAHOMA TECHNOLOGY CENTER

Online Netiquette

FRANCISTUTTLE
eLearning

Francis Tuttle Technology Center
eLearning Department

Online Netiquette

Following netiquette (network etiquette) is the polite way to communicate in an electronic environment, whether it's through email, on discussion boards, or in chat rooms. Please adhere to the following netiquette guidelines to ensure your online course communication is appropriate.

- Concentrate on the topic of discussion.
- Where available, announce your topic in the Subject line to make it quick and easy for people to see what it's about.
- Limit email topics to one per message if possible.
- It's polite to begin your message with a brief introduction, but then go right to the heart of the matter.
- Keep your postings and emails to a reasonable size--one page or screen per posting is reasonable.
- Do not post advertisements or in any other way spam the other students enrolled in this class, nor use their email addresses in the future for that purpose
- Be courteous, respectful of others opinions, sensitive to diversity, and polite.
- Remember that what you write can become part of a permanent record somewhere, so make certain your comments are appropriate.
- Keep class discussions confidential. They are not to be shared with or forwarded to anyone who is not currently enrolled as a student in this class without specific permission from the student and instructor.
- When responding to another's message, it's helpful to quote that part of the message to which you are replying. Get rid of the excess to save space and your reader's time.
- Avoid typing in all caps as it is considered shouting (and rude).
- Avoid sarcasm because it can be misunderstood. (Use emoticons if appropriate.)