



“Netiquette” or “network etiquette” is a set of standards that have evolved through appropriate Internet behavior, including the ways that users communicate and interact with one another. Incorporate these guidelines, in conjunction with expectations outlined in the Code of Conduct, in any form of written communication that uses technology to transmit the message, including but not limited to, email, discussion forums, chat rooms, web sites, blogs, wikis, virtual meetings, text messages and instant messaging.

### General Netiquette Guidelines

1. Be mindful, and respectful toward, the person who will see or receive your communication. Communicate only those things that you would say face-to-face, though it is important to remember that communicating feelings in an electronic format often leads to miscommunication.
2. Always assume the message-sender's intentions were good. If you notice that she or he used incorrect spelling, grammar, etc., and wish to let her or him know, do so privately and tactfully.

### Netiquette in Written Communication

1. Make sure your classmates, students and colleagues really need to know the information you are sharing.
2. Explain your ideas clearly and concisely. Nonverbal cues, such as body language and facial expressions, are absent; there is greater potential for misunderstandings.
3. Forward email messages or files only with the author or owner's permission. Asking for permission demonstrates your integrity in personal and business communications.
4. Take care in framing questions so as not to put a classmate, student or colleague "on the spot."
5. Use bold fonts only as prescribed in [APA](#) and [MLA](#) style guides (paper titles, paragraph headings, etc.). The use of **bold fonts**, ALL UPPER CASE, and the color red often convey a tone of anger to your reader.
6. Use colored fonts only when it adds to the clarity of the specific message or is pedagogically appropriate. Remember, classmates, students, instructors and colleagues, who may use assistive technologies may encounter hurdles as a result of colored fonts. Though, if colored fonts are critical to your learning or lesson, know that the colors red or light green often cannot be seen by people with color blindness and that light colored fonts do not photocopy, or print well.
7. Avoid the use of *Italics* as it makes the text more difficult to read.
8. Avoid emoticons, e.g., :-), text-speak, e.g. 'u' for you, acronyms or abbreviations unless the class is expected to use them.
9. Use ellipsis (...) for purposes related to proper formatting, such as those required of APA and MLA.
10. Reread everything you write before sending, or submitting, it. Use spell check.

### Netiquette in Discussion Boards



1. Review the discussion board rubric,

