

Online Classroom and Email Communication Netiquette Guidelines

General Online Etiquette

- **Maintain a Professional Tone:** Treat all online interactions, including discussion boards, emails, and group chats, as formal communication. Use respectful and positive language, even when disagreeing.
- **Be Respectful of Diverse Opinions:** Online classrooms bring together individuals from various backgrounds. Share your thoughts constructively and respectfully, even when discussing sensitive topics.
- **Avoid Humor That May Misinterpret:** Humor, especially sarcasm, can often be misunderstood in written communication. Use it cautiously, if at all.

Discussion Boards

- **Read and Follow Prompts:** Ensure your posts directly address the weekly topic and respond to all questions in the prompt.
- **Stay on Topic:** Keep discussions focused on the assigned subject to maintain relevance and value for all participants.
- **Post Timely and Meaningful Replies:** Submit your posts by the deadline to allow classmates sufficient time to engage. Responses to peers should add value by providing examples, constructive feedback, or thoughtful questions.
- **Write Clearly and Professionally:** Use complete sentences, proper grammar, and correct spelling. Avoid informal language, emojis, and ALL CAPS.
- **Cite References:** If referencing others' ideas or materials, include proper citations to give credit.

Email Communication

- **Use a Clear Subject Line:** Include the course name or number and a brief topic description (e.g., "ENG101: Assignment Clarification").
- **Be Concise and Direct:** State your purpose clearly in the email body. Use paragraphs to separate ideas for readability.
- **Include Necessary Details:** Provide relevant information, such as assignment titles, specific issues, or deadlines, to help the recipient respond effectively.
- **Proofread Before Sending:** Check for typos, clarity, and tone to ensure professionalism.
- **Respect Working Hours:** Send emails during reasonable hours and allow sufficient time for a response, understanding that instructors and staff may have multiple commitments.



Online Group Work

- **Collaborate Effectively:** Engage actively in group projects by meeting deadlines, contributing equally, and respecting others' ideas.
- **Use Appropriate Tools:** Rely on agreed-upon platforms for communication and collaboration, ensuring all group members are informed.
- **Resolve Conflicts Diplomatically:** Address disagreements respectfully and seek resolution through compromise or involving an instructor if necessary.

Privacy and Security

- **Protect Personal Information:** Avoid sharing sensitive personal details in any online forum, including emails and discussion boards.
- **Keep Classroom Interactions Confidential:** Do not share classmates' posts, emails, or other communication outside the class without explicit permission.

Etiquette for Feedback and Criticism

- **Be Constructive:** Frame feedback positively and focus on improvement rather than criticism.
- **Acknowledge Efforts:** Recognize and appreciate the contributions of others.

By adhering to these guidelines, students can foster a productive, respectful, and engaging online learning environment. If you have questions or need further clarification, reach out to your instructor or academic advisor.