

Netiquette Guidelines

<http://www.albion.com/netiquette/html>

Netiquette: Netiquette is the Internet's etiquette...the standard for good interpersonal behavior online. Cyberspace actually has its own culture and if we are not aware of the rules of space, we might inadvertently offend someone or make a social blunder. We could also misunderstand what someone else has to say and take offense when no offense is intended. When communicating online, it is easy to forget that we are talking with "real people" and not just a printed screen. To assist net newbies from making any faux pas, please read and practice the following nine basic rules of Netiquette.

1. **Follow the Golden Rule** and treat others, as you want to be treated. We can all express our opinions and still respect the feelings of others. If you would say it to your mom or loved one, then you are probably OK.
2. **Keep a strong business ethic** when communicating online. Be honest and professional.
3. **Be aware of the legitimacy of Internet sites**. Anyone can post online. If you are looking of a topic, check to see who sponsored this resource. Know where you are in cyberspace and who is providing the information. Similarly, identify who you are and what credentials you have while in discussion/chat groups on different sites.
4. **Share your discussion/chat time** [band-width] fairly with others. Do not expect instant responses to your questions or that all readers will agree with your opinions and passions. Do not post lengthy diatribes about subjects...most people are already spending too much time on the computer and not enough time with their families or significant others. This point is very important when you are sending copies of your work to others. Ask yourself if they really need to know about this subject...or perhaps it is a waste of their time.
5. **Make yourself look terrific** online! In meeting your new classmates, you have an opportunity for a more objective picture of them...and them of you. There is no 8 x 10 glossy or video stream for quick assessments. Online, we are all judged by the quality of our writing, so do your best *to do your best*. Have someone proof read your homework before you copy and paste it on to our site. Alternatively, print your work out and you will magically find errors that you did not see before, because your eyes were saturated with an 'on screen' look. Check to see that your thoughts are clear and logical...error free. **No offensive language or confrontational attitude is permitted**. If I see it, I will shut your access down. Just be your best self, pleasant and polite!
6. **Share your strengths**. This class offers you an opportunity to mentor your fellow classmates by sharing your wisdom and experience. You will be pleasantly surprised at the knowledge your classmates have to share. Please remember to share your expertise as well.
7. **Watch out for "Flaming"**. This is when people express their strongly held opinions and then a kind of "flame war" breaks out. Just use your good sense.
8. **Cut your classmates some slack**: Be forgiving of other's mistakes (spelling, grammar). Give others the benefit of the doubt.