**Netiquette**

It is important to remember that the classroom, even if it is completely or partially on-line, is a classroom.  All content should be retained within the class and students are expected to be respectful of other members of the class.

These guidelines for on-line behavior and interaction are known as "Netiquette."

* Use clear, concise, and grammatically correct language.
* Avoid "slang" terms and abbreviations unless appropriate for the nature of the communication.
* Avoid using "caps" lock feature AS IT CAN BE INTERPRETED AS YELLING.
* Be cautious when using humor or sarcasm as tone may be lost in the communication.
* Use standard size fonts, e.g., size 10 or 12-point font, and readable fonts.
* Do not use the same tone that you would you in a social media post, all discussion posts should be written in a professional manner.

**Synchronous Class in Zoom**

* A synchronous class in Zoom is intended for members of the class. The video content from Zoom is not to be shared, distributed or modified by any member of the class to anyone outside of the class.

**E-mail and Text Communications**

When sending an e-mail or text message, keep in mind the following items.

* Be brief and to the point.
* Include the appropriate description in the subject line, if applicable, include your course designation.
* Properly address the communication by including the appropriate designation, for example, use Professor or Dr or Mr. or Ms. when addressing the faculty member.
* Sign your message.
* Review your message before you transmit.
* Verify recipients of the communication.
* Be careful of "Reply All" and "Forward."

**Discussion Boards**

When posting on a discussion board, keep in mind the following items.

* Be respectful of your classmates; if you would not say something out loud in a class, do not include it on the discussion board.
* Make posts that are on topic and within the scope of the course material.
* Take your posts seriously; review and edit your posts before submitting to the board.
* Be direct and to the point.
* Give proper attribution when, among other things, referencing and quoting another source.
* Read all message in a thread before replying and contribute to the thread in a respectful manner - be open-minded - do not make personal or insulting remarks.
* Don’t repeat what others have included within the discussion forum.