

NETIQUETTE GUIDE FOR VIRTUAL/ BLENDED LEARNING TIME

It is important to recognize that the VLT is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your teachers. These guidelines for online behavior and interaction are known as netiquette.

SECURITY

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone.
- Change your password if you think someone else might know it.
- Always log out when you are finished using the system.

GENERAL GUIDELINES

When communicating online, you should always:

- Treat your teacher and classmates with respect in email, discussion boards or any other communication.
- Always use your teacher's proper title: Mr., MS., or Mrs.
- Unless specifically invited, don't refer to your instructor by first name.
- Remember that all secondary level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you".
- Use standard fonts such as Ariel, Calibri or Times New Roman and use a size 10 or 12 pt. font.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :-) or ☺.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and others).
- Do not send via email or post any confidential information.

VIDEO CONFERENCING NETIQUETTE AND GUIDELINES

When using video conferencing in your online class, you should:

- Report on time to your class.
- It is preferred that students not attend class in their bedrooms, but in a quiet learning space at home. Students' full faces are to be in view, not the whole body.
- Be as brief as possible while still making a thorough comment.
- Always give proper credit when referencing or quoting another source.
- Be sure to read all messages in a thread before replying.
- No walking around with your device.
- Come dressed for class, following the school's dress code policy.
- You should not be eating while in class.
- Cell phones should not be in a virtual classroom, just as they are no to be in the physical classroom.

EMAIL POST NETIQUETTE

When you send an email to your teacher, or classmates, you should:

- Use a descriptive subject line.
- Be brief.
- Avoid attachments unless you are sure your recipients can open them.
- Sign your message with your name and return email address.
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all".
- Be sure that the message author intended for the information to be passed along before you click the "forward" button.

MESSAGE BOARD NETIQUETTE AND GUIDELINES

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material.
- Take your posts seriously and review and edit your posts before sending.
- Be as brief as possible while still making a thorough comment.
- Always give proper credit when referencing or quoting another source.
- Be sure to read all messages in a thread before replying.
- Don't repeat someone else's post without adding something of your own to it.



- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point.
- Always be respectful of others’ opinions even when they differ from your own.
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
- Do not make personal or insulting remarks.
- Be open-minded.

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