Netiquette Guidelines
Modified from http://www.scribd.com/doc/158221708/TipsforSuccess-Netiquette

In an online environment it is not possible for others to read your body language, tone of voice, or facial expressions. Therefore suggestions for online communications have evolved and are called *Netiquette*.

- Sometimes a good way of entering a discussion board is to briefly introduce yourself.

- Before posting to a discussion board, read prior messages to get a sense of the flow and language of the discussion.

- Always check your spelling and grammar before posting a message.

- Keep your questions and comments relevant to the topic of the discussion.

- If another person posts a comment or question that is off the subject, do not reply to it in the discussion board. If you want to reply, do so in private e-mail directly to the original poster.

- Do not use ALL CAPS. It gives the impression that you are shouting. *Asterisks* surrounding a word can also be used to make a stronger point.

- Keep paragraphs and messages short and to the point.

- Make sure your postings contain correct information. Avoid posting comments that don't add to the discussion.

- Ask questions, answer questions and share your expertise and opinions. We have vast expertise in our group, so do share and learn from each other.

- Cite all quotes, references and sources and respect copyright and license agreements.

- If you post a different view point, first acknowledge and restate what the other person has said in your own words. This conveys that you are trying to understand him/her.

- When presenting a controversial point of view, state whose view it is. For example, begin with "in my experience" or "according to NAEYC...", or "the president's view is...."

- Make your postings and questions clear and concise. Check later for replies to your question and answer to them if necessary.

- Communicate in a polite and respectful manner. Post only what you would say to your reader's face. Adhere to the same standards of behavior online that you follow in real life.

- Try to stay calm and do not get offended easily. If you feel the need to send an angry message, take a break. If you write a response, do not send it immediately. Save it, look at it later and rewrite it with a milder tone.

- Do not "flame" others on the discussion board. Flaming is the act of responding in a highly critical, sarcastic, or ridiculing manner - especially if done on a personal level. Discussions are meant for constructive exchanges and learning.

- When quoting another person, use only what is essential to your reply. Take the time to edit any quotations down to the minimum necessary to provide the context for your reply.

- E-mail messages should be considered private and not shared with others or quoted without permission. However, whatever you post to a newsgroup or discussion board is public.

- Advertisements and spam messages are not permitted on online course discussion boards.

- Use emoticons to express emotion:

    - smile :) or :-)

    - wink ;)

    - frown :(

    - I'm confused %-)

- Please do not use abbreviations because many are not understood by all.

- Be careful about posting late at night or any time you are tired, sick, or having a terrible day. Your judgment may not be at its best so consider postponing your message until you feel better.

- Never give your password to another person.

REFERENCES:

- *Email/Discussion Group Netiquette Tips* http://earlydues.usanethosting.com/ieel/netiquette.htm
- *Netiquette: A guide to respectful behavior on the Internet* http://www.state.vt.us/srs/fcwc/netiquette.html
- *Netiquette* by Virginia Shea (1994). http://www.albion.com/netiquette/book/index.html
- *The Net: User Guidelines and Netiquette* by Arlene H. Rinaldi http://www.cs.biu.ac.il/home/leagal/netguide/index.html