Portadown College Online Safety Policy - Appendix 1

<u>Netiquette: a handy guide for teachers and students when learning on line</u>

The word netiquette is a combination of 'net' (from internet) and 'etiquette'.

It means respecting other users' views and displaying common courtesy when posting your views to online discussion groups. Please familiarize yourself with the following points:

Behind Every Name There is a Person:

Respect the views of class members and what they share in class.

Ask for clarification if you find a discussion posting difficult to understand. If you come across a posting you regard as offensive, report this to your teacher.

Avoid sweeping generalizations. Back up your stated opinions with facts and reliable sources.

Understand that we may disagree and that exposure to other people's opinions is part of the learning experience.

Be respectful of each other. Before posting a comment, ask whether you would be willing to make the same comment to a person's face.

Keep in mind that everything you write, indeed every click of your mouse is recorded on the network server. On the Internet there are no take backs.

Keep in mind that you are participating in a class. Something that would be inappropriate in a traditional classroom is also inappropriate in an online classroom.

Online Communication:

Be careful with humour and sarcasm. Both can easily be misunderstood!
Review all discussion postings before posting your own to prevent repetition.

Stay on the topic which has been identified in the initial post or heading.
Check your writing for errors by reviewing what you've written before submitting it.

Do not use abbreviations or acronyms eg BBL (Be Back Later) as many users may not know what you mean or misinterpret your comment.

No matter what forum, writing in all capital letters is considered SHOUTING and is considered very rude. A word or two in caps is fine, but shouting is not recommended.

Obey copyright laws. Don't post material in a workspace or as an attachment in a discussion forum without acknowledging the source e.g. This picture was downloaded from www.thinkuknow.com