

Online Teaching and Learning: Net Etiquette

Online communication is a bit different than in a face-to-face setting. The biggest difference is that most communication is via **written text in an online environment**. This means you are missing body language cues and immediate feedback from your "listener". Here are some common rules for good online etiquette. This will make sure that the message you intend to send is received correctly, with kindness and respect.

Be respectful. It is essential to keep in mind the feelings and opinions of others, even if they differ from your own. It is important to remember that your classmates and teachers are real people who are affected by the words you say and write. The digital world is an increasingly important part of our lives. We should be our best selves there too. The manners our parents taught us apply everywhere. *If you wouldn't say it to someone's face, don't say it online either.*

Be aware of strong language, all caps, and exclamation points. Write as you would speak, pretend that the person you are speaking is right in front of you. Good writing is good manners. Be kind and respectful, always. Tip: Read everything out loud before you send it.

Be careful with humour and sarcasm. We love to see your personality shine through in online classes. Many of our teachers are exceptionally funny too. But like mentioned in Rule #2, make sure that it is clear you are being funny and not being rude. Emoticons and smileys can be helpful when conveying humour or sarcasm so that it is read correctly. Just remember to keep the smiley faces away from academic papers. 😊

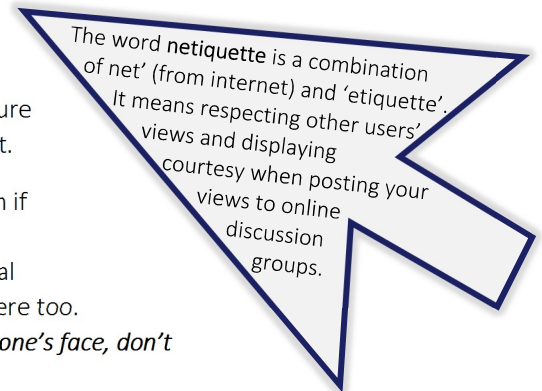


Yes, grammar and spelling matter. While texting, text speak can be great for friends. In an educational setting (even online) however, **keep it formal**. Your written communication should be professional and reflect proper writing style, as taught in class. Follow grammar rules for school.

Don't post or share (even privately) inappropriate material. Enough said there. Nothing is truly private online. Your words are permanent.

You are here to learn. While we all like to think that our opinion matters, you'll gain more from internet and online learning forums by approaching them as a learner. Read posts carefully, ask questions, and write something only if it offers value to the discussion.

Be forgiving. Remember that not everyone will know these rules before posting. Try to be understanding of others when they struggle with written communication. It is very different than simply talking to a person face-to-face. Ignore inflammatory comments by others. If in doubt, report it to an adult.



Please visit the following website to learn more about being online. This site caters for children, parents and educators so the information is consistent.

<https://www.esafety.gov.au/>