

Communication and Netiquette for Online Learning

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Communication and Netiquette

- ▶ **Netiquette** – A word to describe the **do's** and **don'ts** of **online communications**.
- ▶ Follow the netiquette guidelines to be a good online user.
- ▶ Show professionalism and courtesy by exhibiting the same professional respect in the online class, as you would be in the face to face class room.



Core rules of netiquette

▶ **Rule 1: Remember the human**

- ▶ Don't say something online that you wouldn't feel comfortable saying to their face.

▶ **Rule 2: Adhere to the same standards of online behavior that you follow in real life**

- ▶ Remember to be ethical in all your interactions.

▶ **Rule 3: Know where you are in cyberspace**

- ▶ Netiquette rules will vary from cyber place to cyber place. Take time to learn and follow the rules



Core rules of netiquette cont...

- ▶ **Rule 4: Respect other people's time and bandwidth**

- ▶ Don't waste people's time by sending them unnecessary emails with unnecessary attachments.

- ▶ **Rule 5: Make yourself look good online**

- ▶ Your written word is the only representation of you in the online communication.
- ▶ So make yourself look as good as possible by
 - ▶ Checking your grammar and spelling
 - ▶ Making sure that your thoughts are coherent and to the point



Core rules of netiquette cont...

▶ **Rule 6: Share expert knowledge**

- ▶ Be willing to share your expertise
- ▶ So many experts are available to answer questions

▶ **Rule 7: Help keep flame wars under control**

- ▶ Flaming is the practice of expressing exactly what you feel without regard to the feelings of others.
- ▶ Some will take exception to this free expression of opinion and a flame war ensues.
- ▶ So it is our duty to not encourage these little displays of temper.



Core rules of netiquette cont...

▶ **Rule 8: Respect other people's privacy**

- ▶ Don't read other's email.
- ▶ Don't forward private emails without permission

▶ **Rule 9: Don't abuse your power**

- ▶ If you have some power in the electronic environment, don't abuse it

▶ **Rule 10: Be forgiving of other people's mistakes**

- ▶ Remember that everyone is human and may make mistakes
 - ▶ Be willing to forgive mistakes in others
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Some more useful netiquette rules

- ▶ Don't send an attachment when it can be put as the text in the body of the message.
 - ▶ Many are afraid to open attachments because of viruses.
- ▶ Do not use all capitals
 - ▶ On the Internet, this is the equivalent of screaming at someone.
- ▶ Do not spam your colleagues
 - ▶ Practice of sending unsolicited emails usually try to sell some thing
 - ▶ Not an ethical practice.
- ▶ Use fonts that are easy to read.



References

Following references were used to prepare the presentation

- ▶ <http://www.albion.com/netiquette/corerules.html>
- ▶ <https://coursedesign.colostate.edu/obj/corerulesnet.html>

