Netiquette Transcript

[00:00:00]   Online learning can be complicated, especially because of all the online communication. To help with that, we have a set of guidelines that makes online communication constructive and meaningful.

[00:00:11]   Like the lines on a road, these guidelines will help you reach your learning destination and will keep members of our online community from hurting each other.

[00:00:19]   One guideline is to keep all communication friendly, respectful, and polite. Online communication is different because you can't see the people you are talking to, which makes it easier to hurt them, whether intentionally or accidentally. To avoid such problems, don't use sarcasm or jokes that could be insulting.

[00:00:39]   Try not to be offended by things other people say; they probably mean no harm.

[00:00:43]   Always use proper language and titles. Swearing and crude words are not allowed in our courses. Address your teacher with Mr. or Mrs. and their last name. Be careful with the names you call others to avoid disrespect and damage.

[00:00:58]   Keep your communication clear and on topic. Think about what you mean to say, and think about how another person might interpret what you are writing. This takes practice but is well worth it.

[00:01:09]   If you do not understand something someone says, ask for clarification to stop misunderstandings before something worse happens.

[00:01:17]   Above all, treat others as you would like to be treated.

[00:01:22]   Have fun, and learn everything you can in your courses!