

# Netiquette Guidelines for Online Classrooms

It is important to recognize that the online classroom is in fact a classroom, and certain behaviours are expected when you communicate with both your classmates and your teachers. These guidelines for interacting with others on the Internet in a respectful and considerate way are known as **netiquette**. Learn how to be on your best behaviour in an online classroom by following the guidelines outlined below and engage like the well-mannered student you are!

## General Guidelines

When communicating online, **you should always:**

1. **Be kind and set a respectful tone** with your teacher and classmates, using respectful greetings such as “Assalamualaikum,” “JazakAllah,” and “Please.”
2. **Use your teachers’ proper title:** Sr. or Br.
3. **Use clear and concise language**, avoiding slang terms, emoticons, and texting abbreviations such as “u” instead of “you.” Always make an effort to use proper punctuation, spelling and grammar.
4. **Avoid using the caps lock** feature AS IT CAN BE INTERPRETTED AS YELLING.
5. **Be cautious when using humor or sarcasm** as tone is sometimes lost in a discussion online and your message might be taken seriously or sound offensive. Lean toward being polite and direct in the way you communicate to avoid these issues.
6. **Be careful with personal information** (both yours and other’s) and do not send confidential information.
7. **Do not distract your classmates** with off-topic discussions in the chat box. Treat it like the learning tool it is meant to be, for sharing ideas and asking questions related to the lesson.
8. **Attempt to find your own answer** before asking a question to your teacher. Take the time to figure it out on your own and if your questions remain unanswered after a bit of effort, feel free to bring them up with your teacher.
9. **Think before you type** because what you share in an online classroom is part of a permanent digital record. You always want to be just as respectful toward others as you would be if you were sitting in the same room together.
10. **Be respectful of others’ opinions** even when they differ from your own. When you disagree with someone, you should express your differing opinion in a respectful, non-critical way. Do not make personal or insulting remarks.

## Email Netiquette

When you send an email to your teacher or classmates, you should:

- Use a descriptive subject line.
- Be brief.
- Sign your message with your name and return email address.
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you *really* want everyone to receive your response when you click, “reply all.”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button.

Good netiquette means conducting yourself in an online class with the same respect, politeness and professionalism that you would exhibit in a real-life classroom. In each of your online classroom interactions, make a decision that you will be a good digital citizen by following netiquette guidelines and avoiding any form of inappropriate online behavior.

## Acknowledgement and Agreement

I acknowledge that I have read and understand the MUA Netiquette Guidelines for Online Classrooms. I agree to adhere to these guidelines and I understand that if I violate them, I may be removed from the classroom and/or school and responsible for the continuity of my own education.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_