

ONLINE LEARNING: NETIQUETTE, MANNERS & NON-ACADEMIC MISCONDUCT

Today's learning environment uses a variety of methods to communicate and engage with users.

Carlton Trail College reminds everyone in our learning community that the Non-Academic Student Code of Conduct applies to all interactions with other individuals. How you communicate directly impacts how others view you. Ensure your communication represents your views in a constructive and respectful manner.

DISCUSSION BOARDS:

Think before you post.

Grammar, Spelling & Punctuation

Mistakes with grammar and punctuation won't just affect your grades, these mistakes could make it easier for others to misinterpret what you are saying. Take a moment to make sure your post is grammatically correct.

Emotional & Relational Content

- Would I say this out loud to a person's face? If the answer is no, don't make the post.
- Could my tone or choice of words be misunderstood?
- Am I disagreeing or arguing in a way that may be considered rude or insensitive? If the topic is heated, be extra careful of the words and tone used. Perhaps get a second opinion before you post to avoid misunderstandings.
- Did I use all caps? This is often interpreted as anger or yelling. It is strongly advised to not use all caps in any communications, academic or social.
- Did I use emoticons, humour or sarcasm? Emoticons and humour are not understood by everyone the same way. They are best not used in online academic learning.

Additional Guidelines

- Stay on topic. Discussion boards are for educational learning.
- Be brief, but still make a thoughtful comment.
- Differences of opinion occur in academic learning. Be respectful. Stay away from insults and personal remarks.
- Ask for clarifications and accept that misunderstandings are common in the online world. Be professional and respectful, ask about intent, and give others the opportunity to explain.



LIVE STREAM CLASSROOM

Show up on video as you would to class or the workplace. Dress appropriately. Check that your background does not include any pictures or art that can be viewed as inappropriate, obscene, sexual in nature or offensive.

Mute your side of the conversation when not speaking. Paper shuffling, background music, other people in your house can all create distractions for others.

Cyberbullying

Cyberbullying takes many forms. Personal insults, excluding others from academic discussions, posting pictures without someone's permission, gossiping and discussing others online, cyberstalking and trolling can all be considered cyberbullying. This is against Carlton Trail College's Non-Academic Code of Conduct.

Other Forms of Non-Academic Misconduct

Familiarize yourself with the Non-Academic Student Code of Conduct to ensure your actions reflect yourself in a positive and professional manner and so you can avoid institutional sanctions. The Code of Conduct can be found in Carlton Trail College's Student Handbook.

If Cyberbullying is affecting you or others, please speak with your instructor or Student Advisor.

EMAIL ETIQUETTE

- Send your email from an email address that is appropriate for whom you are messaging, and does not include any combination of words that can be read as obscene, sexual or offensive in nature.
- Check that your subject line accurately reflects the message in your email.
- Use a proper greeting such as "Hi" or "Hello".
- Avoid slang, texting shorthand and emoticons. School is a reflection of the workplace, so formal and proper language is expected.
- Is your email a long stream of text? If so, add paragraphs and whitespace so the receiver may catch all the important information.
- Sign your email with your full name. Assume the reader does not know your email address.
- If you are sending an email when you are upset or angry, take a 24-hour cooling off period. You can also get a second reader to ensure your message is clear, factual and non-reactive. These actions will ensure the receiver hears the message you want them to hear and that you are proud of sending the email you have written.

ALWAYS REMEMBER

Think before you post

Treat others how you would like to be treated

Treat everyone the same as you would in person

