

# Netiquette Guidelines

Netiquette or “net etiquette” refers to ethical code of conduct regarding communication using the Internet. Good netiquette involves respecting the privacy of others, not doing anything online that will disturb or frustrate other people, and not abusing computing resources of the college including, but not limited to, email, online chat, online discussion and web posting.

- Be careful what you write about others. Assume that anyone about whom you are writing will read your comments or receive them in a way other than intended.
- Online messages can be quite informal, but try, nevertheless, to express yourself using proper spelling, capitalization, grammar, usage and punctuation.
- Be truthful. Do not pretend to be someone or do something that you are not.
- Consider your audience and use language that is appropriate. Excessive use of abbreviations or slang in a non-technical chat room, for example, can be bad manners, and remember your peers may not understand your chat abbreviations.
- Avoid offensive language, especially comments that might be construed as discriminatory.
- Remember that the law still applies in cyberspace. Do not commit illegal acts online, such as libeling or slandering others, and do not joke about committing illegal acts.
- Be careful with humor and sarcasm. One person’s humorous comment may push another person’s buttons or may even be seen as offensive.
- Avoid putting words into full capitals. Online, all-caps is considered SHOUTING. Especially in the chat area if you are following up a previous message or posting, summarize that message or posting. When summarizing, summarize.
- Read existing follow-up postings and do not repeat what has already been said.
- Respect other people’s intellectual property. Do not post, display, or otherwise provide access to materials belonging to others, and cite references as appropriate.
- Online expressions of hostility will not be tolerated.
- Do not send email to people who might have no interest in it. In particular, avoid automatically copying email to large numbers of people.
- Avoid chastising others for their online typos. To err is human. To forgive is...what we do. In online chats, typos and misspellings may occur. Do not retype the message or correct unless the message cannot be understood. In discussions, please be sure to use proper spelling, capitalization, grammar, usage and punctuation.

Adapted from: [http://wnmu.edu/old/facdev/files/SC\\_netiquette/NetiquetteGuidelines.pdf](http://wnmu.edu/old/facdev/files/SC_netiquette/NetiquetteGuidelines.pdf)