Online Etiquette Guidelines

COURSE COMMUNITY

- **Be Mindful:** Respect diversity. Everyone's personal experience is different. Systemic and personal prejudices are faced by different members of our community every day.
- **Be Respectful:** Respectful discussion is productive for learning within our course community. Inflammatory remarks are not conducive to learning and are unwelcome.
- **Be Polite:** Never say online what you wouldn't say face-to-face!
- **Be Safe:** If you are witness to or the target of abusive or offensive behaviour, please inform your instructor immediately.
- **Code of Student Behaviour:** As this is a University of Alberta course, all participants are governed by the Code of Student Behaviour.

PROFESSIONAL PRESENTATION

- **On Camera:** If on camera, dress as if you would in a face-to-face situation and find a quiet spot away from on-camera distractions.
- **Clarity:** Read all comments before hitting submit. Use proper spelling and language.
- **Credibility:** If you do not know an answer, avoid commenting or state that you do not have all the information.

PRIVACY and CONFIDENTIALITY

- **Recording:** Recording of any aspect of this course (e.g., discussions, chats, exams) is not permitted unless granted permission by the instructor.
- **Do not share:** another person's image, information, comments, or work without permission.
- **Do not share:** any materials from this class externally. All materials are copyrighted either by the department, instructor, or the textbook publishers. Misuse of University materials is a breach of the Code of Student Behaviour.

Arizona State University. ASU Online, Netiquette for Online Students. https://asuonline.asu.edu/newsroom/online-learning-tips/netiquette-online-students/ (accessed July 31, 2020).
Faculty of Arts, Arts Pedagogy Working Group. *Forum Decorum.* 2020 University of Alberta.
Pappas, Christopher. eLearning Industry, 10 Netiquette Tips for Online Discussions. https://elearningindustry.com/10-netiquette-tips-online-discussions (accessed July 31, 2020).