

# NETIQUETTE

## Log-In On Time

"To be on time is to be late..." Give yourself ample enough time to check your surroundings, background, & internet connection.

## Are you MUTED?

If you are not adding to the discussion your microphone should be off. It doesn't hurt to check and check again.

## How is your TONE?

When talking and/or typing, use a respectful tone. "Jokes" do not always come across well when written.

## NO CAP

Although it is an attention grabber, using ALL CAPS constantly can be perceived as yelling. "Its equivalence to shouting traces back to at least 1984 and before the Internet."

## Perform a Background Check

Consider using a virtual background when your camera is on during class instead of your home area. We have provided a few options here.

## Dress for Success

Even though you are in a virtual setting, it is still expected that you will dress appropriately.

## Lol, Smiley Face

Emojis and Emoticons should be avoided or used sparingly. They can easily be misunderstood or not displayed at all.

## The Everlasting Net

What you share online is part of a permanent digital record.

## Privacy

Don't give out another student's personal email address without permission.

## The Golden Rule

The golden rule of netiquette in an online class or environment is, do not do or say online what you would not do or say offline.