**Netiquette**

**Communications Guidelines for the NCDA CDF Hybrid Course**

Communicating online requires the same type of respect as is expected in face-to-face classes. There are additional behaviors expected in online communications that are particular to this form of teaching and learning. These core Rules of Netiquette are adapted from the book, *Netiquette* by Virginia Shea.

* Do not say anything you wouldn't say directly to a person's face. Within an online platform there is some control over where communications go, but once you send an email, you have no control over where it goes.
* Remember that you are communicating with a person. Be clear with your words. Remember that it is easy for someone to misinterpret your meaning because the reader cannot see your nonverbal cues or hear the tone of your voice.
* Do not expect instant responses to your posts. The best part of forum discussions is that people can logon to the course at any time.
* Use the subject line in forum discussions and emails so the person understands the context of your comments. Be sure that the wording is not only informative, but concise.
* Capitalize words only to highlight an important point. Your responses should always use proper grammar and complete sentences. No texting acronyms.
* Never give out your user name and password.
* Focus on one subject per message and always include a relevant subject title.
* Include your name at the bottom of the email message.
* Cite all quotes, references, and sources out of respect for copyright and license agreements. This includes all emails and forum discussions.
* E:\Dropbox\High School and Beyond\LogosImages\NCDA logo.pngDo not attempt humor as it does not work well online.