

## *UMobile Online Netiquette Guide*

- When addressing instructors, refer to them respectfully by title and last name, i.e. “Professor Jones.”
- Be at least as courteous to your online classmates as you would to those in a face-to-face class. The online environment can foster a sense of anonymity, but everyone in the class is your brother or sister in Christ. Even if—and especially if—your views differ, it is important to treat one another with dignity and respect.
- Take class discussions seriously. Your classmates will be putting a great deal of time and effort into their posts and other assignments. Take time to read these closely and respond thoughtfully (“I agree” does not generally count as being thoughtful).
- Be a good discussion participant. Contribute meaningfully, but do not dominate the online discussion with overly lengthy or excessive posts.
- Be aware of how you are presenting yourself. Communicate in standard written English, paying attention to grammar and mechanics. Avoid texting acronyms and other overly-casual conventions that could reflect poorly on you. Your classmates will appreciate your professionalism.
- Take care when using humor. A remark you might say offhandedly to be funny in a face-to-face class can be misconstrued as dismissive or offensive in the online environment without the context of tone and facial expression.
- Do not allow yourself to be overly sensitive. It is easy to make communication missteps online—be forgiving of your classmates, because you would want the same consideration in return.
- Enjoy one another’s company. Every member of the class is a remarkable child of God attempting to accomplish something quite impressive as he or she pursues a college education online. Each of you brings unique experiences and expertise to the online class environment. Take the time to appreciate these, and to be thankful for the company of a special group you probably would not have had the opportunity to “meet” in any other way.