GTCC Netiquette Guidelines for Students

Please help create and maintain a respectful atmosphere that is conducive for learning. This is how you can help:

- **Address your classmates and instructors by name.**
  For Example: "Hi Ms. Smith, I have a question" or "Tamika, I like your answer to that question."

- **Address your instructors and staff members using formal terms, unless directly told otherwise.**
  For Example: Dr. Doe, Professor Smith, Mrs. Jones, Mr. Davis

- **When emailing include your first and last name as well as the class/section you are in.**
  This will help your professor relate your question to a specific person and class.

- **Use formal spelling and grammar.**
  When communicating in an academic environment, using proper spelling and grammar helps make communication clear for everyone.

- **Use normal capitalization.**
  Typing in ALL CAPITAL LETTERS is the Internet equivalent of yelling and is considered rude.

- **Consider the purpose and audience of forum posts or emails**.
  If you have a question about a grade ask your instructor via email. If you have questions about content or an assignment, you may have an option to ask via a discussion board so other students may also see the answer.

- **Discuss personal matters, grades, and policy matters with instructors via e-mail or phone**.
  Consider the topic and the nature of the situation as you choose which medium you plan to use. If you think there could be a misunderstanding via email, a phone appointment may be a better choice.

- **Wait 24 hours before sending an emotional response.**
  If you are feeling angry or upset, it is useful to wait 24 hours before you respond. This gives you the time to calm down and send a rational, unemotional response and can help prevent making the situation worse.

- **Use only professional information in your Moodle Profile or email signature.**
  Your Moodle profile and internet signature are ways you can personalize your accounts and it is important that you keep the information there professional and politically correct.

- **Don't allow anyone to access your account.**
  Make sure you log out when using public computers. Allowing others access to your account is plagiarism.

- **Posts should relate to course content rather than influence others to your beliefs or values.**
  Do not post anything illegal, harassing, sexually suggestive, or inflammatory including racy photos, curse words or religious, racial, sexual, or ethnic epithets. This could result in lowered grades and/or academic punishment.

- **Reread your posts before submitting and emails before sending.**
  It's easy for finger flubs or auto correct to change what you meant to type to something different or difficult to read. Always reread what you have posted before you submit to make sure your writing is clear.

- **Ask yourself – would you say that in person?**
  If you would not say it to the person's face then you should not post it in a discussion board or email.

- **Use I statements.**
  Using I statements can help you express your opinions without others feeling attacked. Especially when you are disagreeing with someone.