**Sample Netiquette Statement for Syllabi**

**For Discussion Board Posts:**

* Please use polite, respectful behavior when posting your responses to prompts in the Discussion Boards.
* Be mindful of how you express your emotions and humor, and be sensitive to cultural and ability differences of your online peers.
* Keep postings to the point, and make sure your comments are relevant to the topic of discussion.
* Avoid messages such as, “Wow,” “Way to go,” or “Ditto” and aim for comments that validate other members’ ideas through careful explanation of why.
* When replying, give a short description in the subject line of what you are replying to, and use correct punctuation and spelling throughout your post.

**For Email Communication:**

* For email, please respond to your instructor’s and peer’s messages within a 24-hour period.
* Use a brief description in the subject line that outlines the topic of discussion.
* Avoid using slang or profane words.
* Use your professor’s correct title he or she prefers for communication.
* Avoid using emoticons, such as smiley faces, and maintain a professional demeanor.
* Sign your email messages using your full name.
* AVOID USING ALL CAPS. This makes the message visually difficult to read and is perceived by the reader as “shouting.”
* Use correct spelling, grammar, and punctuation, just as you would for any communication.
* Ask yourself whether you would be comfortable if someone other than the intended receiver were to read it. Remember, email is not a completely secure form of communication.
* Refrain from “flaming,” which is expressing a strongly held opinion without tact or regard for others. Don’t assume that recipients will know the intent of the message (e.g., “just kidding”). It reads differently when it’s in print (electronic or not).
* Any inappropriate communication considered to be of a serious nature should be reported to your instructor, as it may be a violation of University policy.
* Treat others with respect by making messages clear and succinct.

Overall, use the same rules for online courses as you would in a real-time, face-to-face course.

**Helpful Links:**

* [Top Five Rules of Netiquette in an Online Course](http://www.brighthub.com/education/online-learning/articles/26946.aspx) from the Education hub at BrightHub.com
* [Netiquette: Etiquette for Communicating Online](https://online.unlv.edu/content/resources/netiquette-etiquette-communicating-online) from UNLV, Online Education
* [Discussion Board “Netiquette”](http://research.udmercy.edu/help/knowledge/page.php?id=11) from University of Detroit Mercy
* [Discussion Board Netiquette](https://www.youtube.com/watch?v=DwdqQjCfWSc) via YouTube