# Netiquette Guidelines for Online Students

The following Netiquette Guidelines are suggestions for success in your online learning environment at the San Diego Community College District.

**Software Usage**
The course software and server are property of the San Diego Community College District. Use of the electronic communication tools, such as chat, discussion boards, or email for personal gain or gain on behalf of other individuals or organizations or for soliciting funds for charity, non-profit organizations, schools, or other businesses is prohibited.

**Show Professionalism and Courtesy**
Exhibit the same professionalism and respect in the online class as you would in the workplace.

**Use Correct Spelling and Grammar**
Adhere to correct spelling and grammar rules.  It is good practice to compose your message in a word processing program where you can check your spelling and grammar prior to sending.  Avoid typing in all capital letters, as this is considered to be shouting (flaming).  Avoid abbreviations and informal language ("I'll C U L8R").

**Use a Positive Tone**
Before hitting the Send or Submit button, review your message.  The ease and speed of the Internet makes it easy to say something you will regret later.  Remember:  You are communicating with other human beings, with feelings, sensitivities, and opinions.  When composing a message, ask yourself, "Would I say this to the person face-to-face?"

**Follow the Course Discussion Board Guidelines**
Make sure that you are posting under the correct discussion topic and read all postings in that topic prior to posting your message.  Keep in mind that different instructors may have different guidelines for participation and grading.

**Be Respectful of Others' Time**
Think carefully about who the recipients of your email should be.  Avoid sending an email to the entire class, unless you feel that everyone must read it.  Use descriptive subject lines for email messages and discussion board postings.  Check the syllabus and course policies stated by your instructor to know what to expect about your instructor's turnaround time for responding.

*See Policy 3100 for the Official San Diego Community College District policies on Student Rights, Responsibilities, and Administrative Due Process*