**Course Netiquette:**

The basic premise is that the etiquette expected of students in the online environment is the same as that expected in a classroom. Common courtesy is the guiding rule of Internet communications. Be prepared to communicate effectively when taking an online course. Following these simple netiquette rules in your online class or education environment will ensure your success:

* Never type in ALL CAPS, because it reads as if you ARE SHOUTING AT PEOPLE.
* Act as professionally, via your writing, as you would in a face to face classroom.
* Refrain from inappropriate language and derogatory or personal attacks.
* Disagree with ideas but avoid challenges that may be interpreted as a personal attack.
* Never give your password to another person.
* Respect the virtual classroom. Never forward in-class communications or posts by others outside of this virtual space.
* Never spam your classmates.
* If you quote someone's previous post, only quote enough to make your point.