



BASIC NETIQUETTE GUIDELINES

BE RESPECTFUL

Treat everyone with kindness and respect. Please remember there are other people—with thoughts and feelings—who are viewing your communication. Use the same standards for your communication online as you do in a face-to-face setting. Think before you click *send*!

BE FOCUSED

There are limitless distractions when you're engaged in online learning. It may help to tell yourself that you are going to sit and focus for a certain amount of time, after which you will allow yourself to take a break. You'll be amazed how much easier it is to concentrate!

BE PRODUCTIVE

Remember, even though our school buildings are closed, *school* is still in session. You have a responsibility to engage in your school work and continue making progress on your learning. Communicate to the best of your ability using the skills (writing, speaking, presenting) you've learned in school. Challenge yourself to learn something new each day.

BE SAFE

Do not post personal information online about yourself or anyone else. This includes addresses, phone numbers, social media account handles, ages, and workplaces. Keep in mind that even if you delete something you posted, it can still live online permanently.

BE RESPONSIBLE

Whenever you are sharing something that originated from someone else, (video, picture, words, music, sounds) it is good practice to cite that source. This applies to discussion forums too. If you read a great thought, share it, but be sure you let your audience know where you saw it first.