As an online student, you must recognize that the online classroom is still a classroom, and professional behavior is expected when you interact with your peers and instructors. The guidelines for behavior and interaction in an online environment are referred to as netiquette.

**SECURITY**
- Do not share your password with anyone
- If you think someone has your password, change it immediately
- After each session in Blackboard, be sure to logout (especially on public computers)

**GENERAL GUIDELINES FOR COMMUNICATION**
- Treat your instructor with respect, in all forms of online communication
- Always use your instructors' proper title: Dr. or Prof. If you are unsure of their title, use Mr. or Ms.
- Unless invited, do not refer to them by first name
- Use clear and concise language
- Remember that all college level communication must use correct spelling and grammar
- Avoid slang terms and texting abbreviations
- Use standard, sans-serif fonts such as Arial, Calibri, or Verdana and use a 12 point font
- Avoid typing in all capital letters AS IT CAN BE INTERPRETTED AS YELLING
- Limit the use of emoticons
- Be cautious using humor and/or sarcasm as tone is lost in email and discussion posts and your message could be misinterpreted
- Be careful about the personal information you share and what is shared with you
- Do not send confidential information via e-mail

**EMAIL NETIQUETTE**
When you sending an email to your instructor or fellow classmates, follow these simple guidelines:
- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Sign your message with your name and return e-mail address
- Think before you send an email to multiple recipients. Does everyone really need to see the message?
- Use caution when using the Reply All option. Think about your response and everyone seeing it
- Use caution when forwarding messages. The sender may not want others to see the message

**DISCUSSION FORUM NETIQUETTE AND GUIDELINES**
When responding to discussion forums, follow these simple guidelines:
- Make sure your posts are on topic and within the scope of the course material
- Take your posts seriously. Review and edit your posts before submitting
- Always utilize APA citations when referencing or quoting another source
- Avoid short, generic replies such as, "I agree." Your responses should include why you agree or add to the previous point
- Always be respectful of others’ responses and opinions
- Express your opinions in a respectful, non-judgmental way if you disagree with the response/opinion of a classmate
- Do not insult or personally attack anyone
- Be open-minded
- Always abide by the expectations set forth by the Discussion Scoring Rubric