

Rules of "Netiquette" for Online Educational Learning Platforms

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette. (Note- These guidelines can and will be adjusted as needed)

ALWAYS USE YOU id#@student.amphi.com TO ACCESS Google Classroom

1. **Be prepared for class** - Take the time to have all your supplies ready and homework done before you begin. Textbook, pencil, calculator, and paper.
2. **Be respectful** - Be aware of strong language, all caps, and exclamation points. It is easy for written text to be misread and misunderstood.
3. **Think Before you Type** - Stay on topic. Don't post irrelevant comments, links, thoughts, or pictures.
4. **Be careful with humor and sarcasm** - make sure that it is clear you are being funny and not being rude, without hearing your tone, others might not realize you're joking.
5. **Don't post or share (even privately) inappropriate material.** Enough said there. Nothing is truly private online.
6. **Use academic language** - When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
7. **Yes, grammar and spelling matter** - Run a spelling/grammar check before posting. Use complete words and sentences in all posts.
8. **Have a quick question** - Review your notes or the conversation posted to see if it was overlooked. If needed ask your question using: that thread, private comments, Reminds, school email, or office hours.

Zoom Education

1. **Please show up on time**
 - Try to connect at least 5 minutes before the class starts since there is lag time
 - Classes should appear in Google Calendar, however you may need to add a few
 - Please refrain from using any other devices/websites during this time, be "present"
2. **Video needs to be on**
 - Pick a quiet spot in your house. NOT your bed.
 - Dress code still applies, please dress appropriately. No PJ's.
 - Your background needs to be neutral and free of distractions (you may be asked to change it)
 - Use a steady surface for your camera.
 - No hand gestures, signals, or signs that are distracting or inappropriate
3. **Handle your microphone**
 - Mute your microphone until instructed to do otherwise
 - Use the "Raise Hand" or Chat to ask questions
 - Headphones may be helpful to hear the conversation better
4. **Stay focused**
 - Eye contact, taking notes, engaged if asked to respond, work in a clutter free environment
 - Please refrain from eating, drinking, or any other distracting actions

Remember this is a class so treat it as such!