



# ONLINE LEARNING NETIQUETTE

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Gators, to ensure a successful online learning experience please review the information below.

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## 1. Online Security:

- Do not share your Clever password with anyone.
- Do not share personal/confidential information.

## 2. How to Communicate Using Email:

- Treat teacher and classmates with respect in email or digital communication.
- Do not refer to your teacher by their first name. Identify them by proper title.
- Avoid profanity and slang language as you would in posting to social media.
- Avoid using CAPS, as it could be misinterpreted as yelling.
- Be careful using humor as it could be misinterpreted.
- Be concise and brief.

## 3. Web Conferencing Guidelines:

- Find a quiet place, free from distractions.
- Show up to the live session ON TIME!
- Ensure your microphone is on mute unless your teacher calls on you to speak.
- Follow your teacher's direction in how to interrupt to ask a question.
- Do not attempt to take your peers off task.
- If you are using your camera, refrain from chewing gum, eating, or drinking.

## 4. Things to Remember:

- This is still a classroom and you will need to treat it as such.
- We are all in this together!
- Attempt to find your answer before e-mailing your teacher...be an internet explorer.
- If unsure, contact your teacher.
- Work ahead and submit files ahead of time.
- Do not wait until the last minute ...things happen (ex. Wifi issue, computer malfunction)
- Think before you type.