

## **Definition of Netiquette**

Netiquette is defined as the using technology effectively to communicate with others both personally and professionally with knowledge, understanding, and courtesy.

## **Basic Rules of Netiquette for WICC I**

### **Rule 1: Avoid misunderstandings**

- **Try to avoid using negative words.**  
This is often taken wrongly by the reader, which can cause defensiveness on his/her part.
- **Think and reread before you post.**  
When communicating, remember the person whom is reading it
- **Avoid sending messages in all CAPITAL letters.**  
This comes across as 'shouting' and is often interpreted as negative.  
(Example: I DO NOT AGREE....)
- **When in doubt, do not send or post.**

### **Rule 2: Be courteous**

- Good manners apply in the online classroom just like they do in the traditional classroom.
- Keep the discussion board free from '*chit-chat*.'
- Make sure all course participants have a reply to their forum postings.
- **When in doubt, do not send or post.**

### **Rule 3: Think before you 'speak'**

- Follow posting directions and examples.
- Scroll to the bottom of a forum. This is where the newest postings are located.
- Always post appropriate responses.
- **When in doubt, do not send or post.**

### **Rule 4: Be willing to interact**

- Ask questions germane to the topic of the forum.
- Sometimes it is more suitable to use private email/messaging when you disagree.
- Respond to questions being asked on the Discussion Board.
- **When in doubt, do not send or post.**

### **Rule 5: Avoid flaming**

- Avoid using inflammatory postings designed to elicit negative reactions.  
**(FLAME-BAIT)**
- Always ignore flame-bait.
- Do not correct others' mistakes in a public forum.
- **When in doubt, do not send or post.**