**NETIQUETTE for Online Students**

**Be Scholarly**

*Do:* Use proper language, grammar, and spelling. Be explanatory. Justify your opinions. Credit ideas of others; cite and link to scholarly resources.

*Avoid:* Misinforming others when you may not know the answer. If you are guessing about something, clearly state that you do not have all of the information.

**Be Professional**

*Do:* Represent yourself well at all times. Be truthful, accurate, and run a final spell check. Write in a legible, black font, and limit the use of emoticons.

*Avoid:* Using profanity or participating in hostile interactions (flaming).

**Be Polite**

*Do:* Address others by name or appropriate title, and be mindful of your tone. Be polite as you would in a face-to-face situation.

*Avoid:* Using sarcasm, being rude, or writing in all capital letters (shouting). Written words can be easily misinterpreted, as they lack facial expression, body language, and tone of voice.

**Be Respectful**

*Do:* Respect privacy. Respect diversity and opinions that differ from your own. Communicate tactfully, and base disagreements on scholarly ideas or research evidence.

*Avoid:* Sharing another person’s professional or personal information.

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**ASU online**

**Arizona State University**