



## ON TRACK “NETIQUETTE” POLICY

Just as in face-to-face situations, it is important to develop good behavioral standards when it comes to online communications, especially with your teachers and classmates. Good manners show respect toward others and also protect personal information.

### **Here are some tips for you to keep in mind:**

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**Information Security:** Keep your login information private and secure.

**Writing Emails:** It is good practice to add a subject that is relevant in the subject line. This will help the recipient as well as the sender for future reference.

**Edit Your Messages and Posts:** Keep in mind when corresponding with your teachers; make a good impression about you and your academic abilities.

**Communicating via Discussion Boards:** Be sure to read all the threads before responding

**Watch Your Tone:** Avoid posting with all CAPS. That is considered yelling.

**Be Relevant:** When posting on discussion boards, think about adding value to the conversation.

**Be Short and Sweet:** Ensure your posts are straightforward and stay on topic.

**Give Credit to Others:** Remember to share the research cite and words of others.