# Online Learning: Etiquette ('Netiquette'!)

Netiquette Definition:
Set of rules for online behaviour

Why follow these rules?

Just as in daily life and your learning in school, there is also an etiquette involved with online learning. Etiquette refers to the code of conduct or the unspoken rules of a situation, and can otherwise be considered as politeness or good manners. By following the etiquette in a particular setting, everyone can have a positive and enjoyable experience.
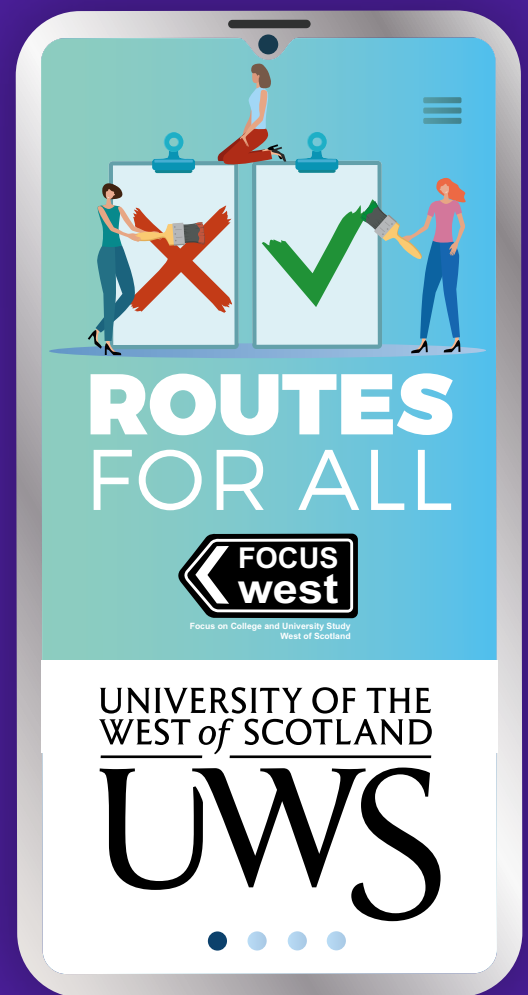
Etiquette for Teams and Google Classrooms (Non-live sessions)

- Think before you post a message in the chat/stream. Messages can be misinterpreted, so make sure your wording is clear and the tone/content is appropriate.

- Use a respectful tone when sending messages to anyone in the classroom. This includes other students, teachers, and members of staff.

- Allow people the time to communicate and respond effectively. Response times can depend upon notification delays, the need to find or check information, and the number of queries being dealt with at that time. Some responses may be instantaneous, whilst others may take longer.

- Be respectful of other people's viewpoints, particularly those which are different to your own.

Etiquette for Live Sessions

- If you are in a large video call (6+ people), mute your microphone unless you are speaking to prevent background noise/interference for the other participants.

- The host of the call will let you know how to indicate if you wish to speak. This may involve using the raise your hand function, physically raising your hand on camera, or using the chat function. This prevents participants from talking over one another.

- If you are using your camera, consider what is in your background and what the other participants will be able to see. You can blur your background in Teams or add fun backgrounds on Zoom if you do not want others to be able to see your surroundings.