Name:	**POLICY for PARTICIPANTS – NETIQUETTE**
Policy No:	181107
Approved by:	Stephen Kinsella, Executive Director
Last reviewed:	November 2018
Responsible	Head of Professional Learning

1. **Purpose**
   To encourage robust and appropriately respectful online interaction of participants that facilitated deep learning.

2. **Scope**
   This policy applies to all participants, EdComm staff and contracted writers.

3. **Policy Principles**
   i.   Building an online community of learners is foundational to a successful online course.
   ii. All participants are entitled to express a view.
   iii. Participants should not criticise other participants.
   iv. Online interaction should be respectful and clear.
   v.   On line discussion is the platform of learning where ideas are raised, examined and resolved.
   vi. Reflective online participation gives time for deep learning and processing.
   vii. On line forums allow participants to contribute outside information, relate module content to real-world events, and apply the material in their schools
   viii. Contributing to an online discussion, especially in an academic setting, may be a new experience for some. To help participants to have a successful on line experience the following guidelines have been developed.

Expectations for participants and staff

1. Be polite in your posts. All messages should be written in a mature and responsible civil tone with non-offensive language.
2. Edit your posts to limit errors and label your post with a subject line that makes sense for easy retrieval for others.
3. Express your opinion succinctly and keep to the topic under discussion.
4. Be aware that humour and sarcasm are difficult to spot in a text only environment.
5. Avoid posts that do not further discussion on a topic.
6. Respect other participants' viewpoint and remain respectful even if you disagree.
7. Be present as a learner in the discussion. In your responses acknowledge that you have read and value the responses of other participants. You can further a discussion by asking insightful questions.
8. Respect the privacy of others you may be referring to in writing about your personal experience.
9. Unless it is an informal discussion use formal academic language. When you cite research, online posts require referencing. Ensure that you give credit to sources when you site other peoples' work/words.

10. However informal the discussion, never use language that can cause offence. Keep in mind that what you post online can be used as evidence.
11. Avoid all caps. In the online world, ALL CAPS MEANS YOU ARE YELLING.
12. Never copy and share other participant's posts or any material without permission. Once permission is granted give credit as mentioned above.
13. Do not "advertise" – whether it is a product or your personal views on a topic that are irrelevant to the topic of the unit.
14. Contact your facilitator if you feel uncomfortable because of another participant's online behaviour.
15. Participate. If you have something to share, share it. If it is a fun item, post it. If you have a comment or an observation, post that as well. Your insight is invaluable!
16. *Move the Understanding of the Learning Community Forward:* Raise questions and encourage your peers to raise questions. Help your colleagues address questions. Good messages also create connections between ideas.
17. *Encourage Others to Provide Evidence:* Good follow-up messages ask peers to explain "why" — helping them clarify their thoughts, uncover inconsistencies or misconceptions, and take their understanding to a new level.
18. Never share your login information or direct electronic access to the website with anyone.