

# De Anza College Accounting Online Netiquette Guidelines

"Netiquette" is online communication etiquette. Our online classroom is an academic environment, where we can safely share our points of view, expressed with respect for others. Here are some basic guidelines that all participants should follow:

Express your opinions politely, even if you disagree with someone.

Be open and willing to accept other points of view, even if you wish to disagree with them.

Course discussions and other shared content is private and copyright protected. Do not disseminate this content outside of the online classroom unless granted permission by the author(s).

Do not use "texting" abbreviations when communicating in the online classroom. Be professional. Use concise, well-constructed language. Follow the rules for correct spelling and grammar.

Avoid sarcasm and some forms humor, as these can be easily misinterpreted, especially by individuals of cultures different from your own.

Do not send messages that you write when you are angry or upset. (Consider saving a draft to reconsider later.) Reread every post before you send it.

Do not use all capital letters as it is considered SHOUTING.

Consider constructing your messages in a text editor and transferring them to Catalyst after proofing them for Netiquette.