Spokane Virtual Learning Netiquette Policy

Etiquette (called netiquette in cyberspace) exists in the wide world of computers. Perhaps just as important as "real world manners," netiquette rules are necessary because readers draw inferences from your words rather than nonverbal body language. You may not use the Blackboard email account or communication areas within the class for sending or receiving personal messages which are not related to your school work. Be aware that teachers and administrators have complete access to your communications. All postings within the email system or the class discussion area are public. Any inappropriate use of email or communication within the course will result in administrative action.

Spokane Virtual Learning Communication Guidelines

- Email messages should be written in a more formal manner than instant messaging but not as rigid as a business letter.
- **Appropriate language is required** .
- Show respect for your fellow students and instructors.
- Grammar and punctuation should be consistent with rules of English. For example, capitalize the first letter of a sentence, correct spelling, use punctuation marks, etc.
- Do not capitalize all letters when writing as this means you are shouting!
- Refrain from using abbreviations or use sparingly as a reader may not be able to decipher what it means. (For example, TIA -- Thanks in Advance)
- You may use emoticons to express feelings, but remember there is no substitute for a clearly written email.
- Always sign your first and last name to your communications.
- Please do not send chain letters or spam material of any nature to your teachers or fellow students. This is most inconsiderate!
- And last but not least, think before you send as you cannot unsend