Netiquette Policy

Our ‘netiquette’ guide is a set of rules we’d like everyone to adhere to make the discussion forums in this space a welcoming and collaborative space.

If you follow these rules, they’ll help to ensure that we have a respectful, polite and informative time as part of this community.

General rules:

1. Remember this is a public space, be aware that any content posted here has the potential to be seen by lots of people.
2. Please show consideration for other people’s privacy and avoid identifying any learner, teacher or colleague without approval.
3. Do not use insulting, racist or other offensive language or otherwise engage in any way that would not be deemed acceptable in the workplace.
4. Respect the opinions of others. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your peers’ argument. Acknowledge that others are entitled to have their own perspective on the issue.
5. Do not criticise or enter into a personal debate and be forgiving. If a teacher makes a mistake don’t badger them because of it. Mistakes happen to the best of us.

Forum rules:

1. Before posting your question to a discussion, check if anyone has asked it already and received a reply. Just as you wouldn’t repeat a topic of discussion right after it happened in real life, don’t do that online either.
2. Stay on topic – don’t post irrelevant links, comments, thoughts or pictures. Do not link to or promote content that infringes any trademark, copyright or patent rights of others.
3. Don’t type in ALL CAPS! It sounds like you’re shouting.
4. Don’t write anything that sounds angry or sarcastic because without hearing your tone of voice, your peers might not realise you’re joking.
5. Try to remember to say please and thank you when you’re soliciting help from fellow teachers!
6. If you reply to a question from another teacher, make sure your answer is accurate.
7. Be brief, if you write a long response to a simple question, it’s unlikely that anyone will spend the time to read through it all.
8. If you ask a question and you get lots of great answers, try and summarise the overall takeaway for your peers.
9. If you refer back to a previous post, quote a few lines or make it clear what bit of the thread you’re referencing.
10. Check the most recent comments before you reply to an older comment, since the issue might have already been resolved or opinions may have changed.

“Netiquette” refers to rules of etiquette that apply to online communication.

Follow these 14 rules of netiquette to make sure you sound respectful, polite and knowledgeable when you post to your discussion forums.

1. Before posted your question to a discussion, check if anyone has asked it already and received a reply. Just as you wouldn’t repeat a topic of discussion right after it happened in real life, don’t do that online either.
2. Stay on topic – don’t post irrelevant links, comments, thoughts or pictures.
3. Don’t type in ALL CAPS! If you do, it will look like you’re screaming.
4. Don’t write anything that sounds angry or sarcastic, even as a joke, because without hearing your tone of voice, your peers might not realise you’re joking.
5. Always remember to say Please and thank you when soliciting help from fellow teachers.
6. Respect the opinions of others. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your peers’ argument. Acknowledge that others are entitled to have their own perspective on the issue.
7. If you reply to a question from another teacher, make sure your answer is accurate. If you’re not 100% sure how to access a course, do not guess. Otherwise you could really miss things up for others on the site and they will not appreciate it.
8. Be brief, if you write a long response to a simple question, it’s unlikely that anyone will spend the time to read through it all
9. If you ask a question and many people response, summarize all answers and post that summary to the benefit of your peers.
10. Don’t badmouth others. You may disagree with their ideas, but don’t mock the person.
11. If you refer to something you peer said earlier in the discussion, quote just a few key lines from their post so that others won’t have to go back and figure out which post you’re referring to.
12. Check the most recent comments before you reply to an older comment, since the issue might have already been resolved or opinions may have changed.
13. Be forgiving. If a teacher makes a mistake, don’t’ badger them because of it. Just let it go-it happens to the best of us.
14. Run a spelling and grammar check before posting anything to discussion forums. It only takes a minute and can make the different between sound like a fool and sounding knowledgeable.