

Kodiak Guide to NETIQUETTE

10 steps for online etiquette at Cascadia College

Disagree respectfully and with well-reasoned, well-supported arguments



Proofread what you are about to send; the Internet is forever

Always cite when you use others' ideas, arguments, images



Specify what or whom you are referencing in your message

Avoid emoticons and texting acronyms in school online communications



Avoid SHOUTING!!! Limit all capital letters and exclamation points

Don't repeat what has already been posted (read the posts ahead of yours)



Explain yourself carefully and get to the point

Remember your audience: students and instructors - communicate respectfully, formally, appropriately



Use formal language standards: grammar, punctuation, sentence structure

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