COMMITTEE ON COMMUNITY

Events Online

“NETIQUETTE” FOR VIRTUAL EVENTS
GENERAL GUIDELINES

When communicating online, you should:

• Treat online participants with respect in emails, chat or any other online communication
• Use clear and concise language and be respectful of readers’ time and attention
• Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you”
• Use standard fonts that are optimized for online reading (e.g. sans serif) along with a consistent and readable size (16 pt. or higher is recommended for ADA-compliance)
• Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
• Limit and possibly avoid the use of emojis/emoticons. Not everyone knows how to interpret them
• Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken literally or offensively
• Never share your or anyone else’s personal information online
• Mute your microphone if you are participating in an online event (unless you have the host’s permission to speak)
• Be aware of what can be seen in your background

CHAT “NETIQUETTE” AND GUIDELINES

When posting on the Chat, you should:

• Be as brief as possible while still making a thorough comment. Remember this is a discussion area, not a doctoral thesis. It is difficult to read longer chat posts
• Be sure to read all messages in a thread before replying
• Always be respectful of others’ opinions even when they differ from your own. When you disagree with someone, you should express your differing opinion in a respectful, non-critical way. (Corollary: Do not make personal or insulting remarks)
• Be open-minded

SECURITY

Remember that your password is the only thing protecting you from pranks or more serious harm.

• Always follow CUNY Security Policies & Procedures
• Keep your password private and never share it with anyone. If you have questions, call the Technology Service Center at 718.289.5970
• Change your password immediately if you think someone else might know it
• Always logout when you are finished using any secured system - especially if you are using a shared computer in a public place

Overall, you should use common sense when communicating electronically. In the same way that you would present yourself in person to make a positive and constructive impression, you should always do the same when participating in online events. Make sure your digital impression is a clear and positive one.