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**BRONX COMMUNITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK**

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COMMITTEE ON COMMUNITY

# **Events Online**

**"NETIQUETTE" FOR VIRTUAL EVENTS**

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## 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.