# Netiquette Policy

Just as certain social norms exist for polite and courteous conduct when interacting with other people face-to-face, so there are similar norms for conduct online. In whatever venue for online courses at Faulkner University (e.g., discussion board, email, video or telephone conference), these norms include, but are not limited to:

- Maintaining kindness in all communication in whatever form. The operative principle in communication should always be treating others as you would want to be treated (Matt 7:12; Luke 6:31).
- Avoiding libelous, slanderous, defamatory, offensive, racist, sexist, or obscene remarks. If you receive communication with such remarks, you should promptly notify your instructor, program director, department chair, or other appropriate supervisor (e.g., Dean of Students) according to the University's harassment policy.
- Sending communication only as yourself and not attempting to do so anonymously or to use or forge messages as from others' email, learning management system (LMS), or other University-managed communication or social media accounts.
- Respecting the potential confidentiality of others' communications. University email and LMS communication is not considered private, nor does it fall under individual users' right to privacy, but as a principle of courtesy, email should not be carelessly forwarded or otherwise further distributed.
- Responding to email promptly, at least within 48 hours. When you do so, leave the thread of previous messages included below your reply for the recipient's ease of reference.
- Using standard, professional English with proper punctuation, spelling, and grammar. You should avoid text-messaging style abbreviations, other slang, and ALL CAPS text. Messages should be clear, to-the-point, and divided into logical paragraphs. For email, you should always include a "subject," avoid attaching unnecessary or questionable files, and avoid forwarding "chain" messages.
- Using delivery or read receipt requests only when absolutely necessary.
- Observing other, more specific netiquette requirements as deemed appropriate by your instructor, program, or department.

As with on campus students, online students are expected to comply with the University's conduct regulations outlined in the student handbook except where an online class venue makes these regulations inapplicable.