

Studying online

Proper etiquette is nothing new for most people. For many of our students growing up with computers, proper 'netiquette' may seem a bit mystifying. We're here to help with simple guidelines on how to behave appropriately in an online environment.

Etiquette for email

A checklist ...

- I have used a polite tone and have explained the reason for my email.
 - I have included a greeting and the name of the recipient e.g. Dear Sam, Hello Mr Smith.
 - If I have included an attachment I have clearly labelled it and explained the purpose for including the attachment.
 - I have included a salutation and my name at the end of the email e.g. Kind regards, Sam Brown, Thank you, Sarah Jones.
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Etiquette for online lessons

- I will be courteous and respectful to my teachers and peers.
 - I will provide a greeting to my teacher and class members at the beginning of the session.
 - I will be in the online lesson on time. If I am late I will give my teacher a reason in the private chat.
 - I will make sure I have a working microphone and it is set up as soon as I arrive in class.
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