Rules of Netiquette for Online Discussion Forums

1. Before posting your question to a discussion board, check if it has been asked previously and received a reply. Just as you wouldn’t repeat a topic of discussion right after someone had posted it, don’t do that in discussion boards either.

2. Don’t be late. Don’t post irrelevant ideas, comments, thoughts, or pictures.

3. Do your research. Don’t post if you’re not sure what you’re writing about.

4. Don’t assume anything from posts—only users who have actually posted can tell you what their intentions were.

5. Be precise. Ask your question directly, don’t assume that everyone else is aware of the context.

6. Be brief. Avoid long, rambling posts. Make your point clearly and concisely.

7. If you reply to a question from a classmate, make sure your answer is accurate if you’re not sure, don’t take the easy way out. DO NOT JUST PASS ALONG THE MATERIAL. Double check your facts and align them with the information available to you.

8. Don’t harangue others or call them stupid. Always disagree with their ideas, but don’t mock the person.

9. If you refer to something your classmate said earlier in a discussion, quote the exact text. The discussion can get a bit confusing if you don’t quote the exact text.

10. Before asking a question, check the class FAQ’s or search the Internet to see if the answer is obvious or easy to find.

11. Before posting a question, check the FAQ’s which might have already been answered in previous posts.

12. If you make a mistake, don’t belabor it. Just let it go: it happens to the best of us.

13. If you ask a question and many people respond, summarize all answers and post them so everyone can benefit from your whole class.

14. Be forgiving. If your classmate makes a mistake, don’t belabor it for her or him. Just let it go: it happens to the best of us.

15. Be a spelling and grammar checker before posting anything to the discussion board. It only takes a minute, and can make a big difference between sounding like a fool and sounding knowledgeable.
Forum rules
We want these Excellence in Education forums to be a positive, professional experience for sharing ideas. As well as the ‘Rules of Netiquette’, there are one or two other considerations that we would like you to bear in mind when joining and posting on the forums. Excellence in Education may update these rules periodically to adapt them to current usage. By joining the forum, you are deemed to have accepted the following premises:

- The course forums are for exchanging ideas related to the corresponding course

- The information and comments posted on the forums are the exclusive responsibility of the poster. Excellence in Education takes no responsibility for
  a) the opinions expressed by the poster: these are purely personal, and do not represent the opinion of Excellence in Education, and/or
  b) any post that breaches copyright: this is exclusively at the poster’s responsibility

- Excellence in Education reserves the right to reproduce comments and non-copyright materials posted on the public forum

- Excellence in Education, at its sole discretion, will delete any post that it considers inappropriate. The tutor or course moderator will contact the person privately giving the reason(s), but there is no appeal against this decision.