



Computer Netiquette

- Conduct a spelling and grammar check on all electronic communication.
- Limit each message to one topic and keep it succinct.
- Use descriptive subject headings in your emails.
- Reply promptly to messages received.
- When replying to email, please restate the message to clearly identify the context of the message.
 - When in courses, list the module/chapter or specific area about which you are concerned.
- Treat email communication as you would a regular mail letter.
 - Do not forward an email to others without the writer's permission.
- Keep important emails for a digital paper trail.
 - Remember digital communication never goes away.
- Do not be vulgar or offensive.
- Do not attempt to represent yourself as someone you are not.
- Do not criticize others within your courses and while on the WGTC network.
- In casual email, supply clues if you intend to write using humor, irony, sarcasm or emotion. Your intent may not be obvious to the reader. Using all uppercase in a word or phrase SHOUTS. Try :-) for a sideways smile or ;-) for a wink.
- In formal communication with college staff and professors, do not CAPITALIZE all words; this is received as yelling. Sarcasm, text speak (e.g. lol), and emotion or emoticons (symbols) are neither accepted nor needed.
- Use a signature that includes your name, school, and email address.
- Practice safe communication. Do not spread viruses! Run a virus scan before downloading executable files.