

**VIRTUAL CLASS P.R.I.D.E. MATRIX  
NETIQUETTE**

<b>PRIDE</b>	<b>VIRTUAL CLASS</b>	<b>NETIQUETTE</b>
<b><i>POLITENESS</i></b>	<p>Greet others respectfully. Offer assistance. When asked to communicate, make sure that your camera and your microphone are on.</p> <p>Ask questions. Questioning leads to learning for you and others.</p>	<p>Before clicking send or post, THINK  <b>T</b> – is it true?  <b>H</b> – is it hurtful?  <b>I</b> – is it illegal?  <b>N</b> – is it necessary?  <b>K</b> – is it kind?</p>
<b><i>RESPECT</i></b>	<p>Respect the time of your teacher and peers by showing up on time.</p> <p>Wait your turn to be recognized before speaking. Consider using the chat feature to ask your teacher questions.</p> <p>Make sure your surroundings are appropriate for learning, free of distractions, and reflective of your best self.</p>	<p>When you send an email or post on a discussion board, keep your comments brief and relevant to the environment or situation. Do not monopolize online or virtual discussions.</p> <p>Don't share negative information about others that could get them -- or yourself -- into trouble, both personally and professionally.</p>
<b><i>INTEGRITY</i></b>	<p>Collaboration is an important skill to learn and practice. Work together, share responsibility, contribute to the decision-making, and recognize that your participation contributes to your learning and the success of the team.</p> <p>Be open, honest, and respectful when communicating with peers and adults.</p>	<p>Give others the benefit of the doubt and consider that they may come from a different background or have less experience on the Internet. Do not be rude when you encounter someone's mistake -- always respond with courtesy and respect.</p>
<b><i>DETERMINATION</i></b>	<p>Show that you care.</p> <p>Be ready for class.</p> <p>Test your network connection before the start of class.</p> <p>Make sure your workspace is neat and organized.</p>	<p>Pay attention to your grammar, spelling and word choices as well as the overall content and truthfulness of your writing, as this is what others are using to judge you.</p> <p>Never give up. Keep trying and do not be afraid to ask for help.</p>
<b><i>EXCELLENCE</i></b>	<p>Strive for greatness.</p> <p>Complete your assignments early.</p> <p>Use virtual class time wisely by asking questions and clarifying misunderstandings.</p>	<p>Make sure that you have a work area for school.</p> <p>Take <b>PRIDE</b> in completing your work to the best of your ability.</p>

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Here are 10 rules of netiquette that will help you successfully communicate as you learn online.

1. Make sure identification is clear in all communications. Begin with a salutation (“Hi, Jason!”) and end with your signature (“Hannah Kay, Criminology 101”).
2. Review what you wrote and try to interpret it objectively. When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood, as we do not have the benefit of modifying or elaborating in real time. All caps (“I’M SHOUTING”) and exclamation points (“Give me a break!!!”) can be misinterpreted as intense anger or humor without the appropriate context.
3. If you wouldn’t say it face to face, don’t say it online. When you’re working online, you’re safe behind a screen, but that’s no excuse to be ill-mannered or say things you would never say in public.
4. Don’t assume everyone understands where you’re coming from. Sarcasm and wit is often the spice of in-person conversation, but in online discussion, it can not only lose its edge, it can bite! In your high school classroom, all students were the same age, came from similar backgrounds and lived in the same area. In contrast, your online classroom is made up of people of all ages and cultures who have varied backgrounds, lifestyles and geographic locations. With this in mind, review what you wrote before contributing to the conversation and ask yourself, “Will *everyone* get the joke?”
5. Don’t spam. Please don’t take advantage of your connection with the other students in your online classroom to forward emails and links regarding your political/spiritual beliefs or to sell your services.
6. Use emoticons. In casual chat room settings, emoticons can help convey feelings that may otherwise get lost in translation, including humor, exasperation, exhaustion and even confusion.
7. Respect others’ privacy. Don’t give out another student’s personal email address without permission.
8. Remember, if it’s on the internet, it’s everywhere. Don’t share personal information about yourself in a public online forum, especially something that could put your safety or security at risk.
9. Follow the rules.
10. Forgive and forget. If you’re offended by something another student says online, keep in mind that you may have misunderstood their intentions. Give them the benefit of the doubt.

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The image shows an email composition interface with several callout boxes providing netiquette guidelines:

- To:** A callout box points to the subject line area, stating: "Include a subject line that is meaningful and accurately reflects the content and purpose of the email".
- Cc:** A callout box points to the recipient field, stating: "Write a salutation (greeting) with the person's first or last name with title (i.e. Mr. Allison), according to how well you know the person".
- Subject:** The subject line is "ENG 1201 research paper".
- Body:**
  - A callout box points to the salutation "Hi Beth,".
  - A callout box points to the self-identification sentence: "My name is Jake Allison and I am a student in your ENG 1201 course."
  - A callout box points to the main request: "I need to clarify an aspect of the research paper due next week. Are we allowed to use books and eBooks for this assignment?"
  - A callout box points to the closing: "Thank you, Jake 123456".
  - A callout box points to the overall text, stating: "Be concise, keep the email as short as possible, stay on topic, divide the text into shorter paragraphs, use paragraph breaks to break up and make the text more visually appealing".
- Signature:** The signature is "Thank you, Jake 123456". A callout box points to it, stating: "Use a proper opening and closing line with courteous language such as 'please' and 'thank you'. If appropriate, use a signature that contains your full name, student ID and contact information".

The interface includes a rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and indent, as well as buttons for "Send" and "Discard".