

# NETIQUETTE:

**The Ins and Outs of Learning in a Digital Classroom**

WATCH THIS:



# 7 TIPS TO DIGITAL CITIZENSHIP

1. **Take the time to read and understand the original post.** Read and reflect on an entire article or post as well as the comments of others before joining the conversation.
2. **Exchange ideas with one or more users.** Approach online conversations as an opportunity to learn new things; read, ask questions and hear others out as much as — or even more than — you speak.
3. **Tag and mention community members.** Reference a particular person, line of thinking or portion of the original text. Stay on topic.
4. **Carefully craft your message.** Consider the audience you are writing for. Comments with typos, incomplete thoughts or uncommon slang can make it hard for others to understand your message.
5. **Present evidence and personal experiences that support your opinions.** This is a more respectful and effective way to engage with others who do not agree with your opinions than insults, name-calling, and attacking other users.
6. **Uphold the digital community's agreed-upon norms for interaction.** If you don't know the norms, look to how others are behaving or ask for guidance.
7. **Consume as much as you contribute.** Read with the intention of understanding and learning more, not to combat other people's opinions.



IS IT **T** RUE?

IS IT **H** ELPFUL?

IS IT **I** NSPIRING?

IS IT **N** ECESSARY?

IS IT **K** IND?

# GOOGLE MEET SOCIAL NORMS FOR STUDENTS:

1. Keep your microphone muted unless you are speaking.
2. Each student is in charge of their own microphone.
3. Use the chat area to let your teacher know that you want to talk or for messages that are on-topic for the discussion.
4. Prioritize your time during the class and avoid multitasking.
5. Take turns and do not interrupt others when speaking.
6. If you turn off your video during calls for privacy for your household, be sure that your profile picture is school appropriate.
7. You may use headphones if you have them, but they are not required.

# GOOGLE MEET SOCIAL NORMS FOR TEACHERS:

1. Before starting with the first official class meeting, take time to make sure each student understands how to mute, unmute, use comments, and share screens.
2. Consider this platform as an opportunity for connection and conversation.
3. During each session, allow each attendee an opportunity to speak.
4. Don't use this platform for lecture or one-sided communication.
5. Facilitate student-student interaction as much as possible.
6. Keep calls under one hour and allow students to come and go as needed.
7. Captions can be turned on if needed.
8. Establish hand signals for whole group responses.

# TEST YOUR NETIQUETTE KNOWLEDGE

Click the image to play this game to test your Digital Citizenship skills!

