ACCEPTABLE DIGITAL BEHAVIOUR

AND NETIQUETTE

SEK EDUCATION GROUP

SEK

NETIQUETTE

MANNERS ALSO MATTER ON THE WEB

- **Working, collaborating or communicating via the web is just the same as interacting in our classrooms,** school, home or any other place where we relate to one another.

- In the course of the current weeks when we are all getting used to working online, with both peers and teachers, **it is of vital importance that we abide by a common set of ground rules.**

- **The same rules apply in the digital environment as when we interact face-to-face,** though each mode has their particularities.

- Let´s take advantage of these exceptional circumstances **to follow guidelines and develop competencies as true digital citizens.**

Principle 1:

Never forget that on the other side, reading your message, there is a human being with feelings susceptible of being hurt. Put yourself in their shoes. Treat others the way you would like to be treated.

Principle 2:

Apply the same standards of behaviour that you follow in real life. In fact, in our Institution we have a rules and regulations code that also applies to the digital environment. Remember to apply the same guiding principles in both spheres.

Principle 3:

Avoid writing all your text in capital letters, recipients interpret it as the equivalent of shouting. Add an emoji to show your tone.

Principle 4:

Respect others´ time and bandwidth. Be mindful: these days simultaneous connections are taking place on a massive scale and this can create time lags. Turn on your camera during sessions, also mute your microphone when you are not speaking.

Principle 5:

Display your best attitude when online. Allow others to intervene and take the floor. Avoid disrupting the communication channels, for instance impeding others´ participation. Do not send any messages that can potentially hurt feelings or create discomfort.

Principle 6:

Share your knowledge with the wider community. Internet allows us to share our knowledge in a swift and fluid manner, enabling us to become communities that learn together and are able to solve increasingly complex problems. Help others. Ask for help when needed. Share your wisdom.

Principle 7:

Help to create supportive and educational debates. Respect turns to speak and request your turn to contribute in an orderly manner. Take into account that communicating online can easily lead to misunderstandings given that non-verbal communication, reactions or idioms may be lost. Be articulate in your statements, enter in debate using a formal register.

Principle 8:

Respect other people´s privacy. Do not make you identity public outside our controlled virtual environment. Do not share anything you would not like to have reproduced or distributed. Avoid jeopardizing others people´s privacy: do not record or share content without authorisation.

Principle 9:

Do not abuse the power or advantages you may have. Honour equality of opportunities also when interacting online. Everyone has the right to freedom of opinion and expression. Be active in safeguarding this right.

Principle 10:

Be lenient with other people´s mistakes. Be as understanding with others as you hope others will be with you. If you have to point errors out as part of the learning process, do so in a careful manner and always as a contribution to everyone´s improvement.