**Online Code of Conduct for Students at RCU**

All students at Rochester Christian University are expected to adhere to RCU’s Code of Academic Integrity. Rochester Christian University expects you to conduct yourself with professionalism, respect, and courtesy toward faculty, fellow students, and the learning environment. If you have concerns about a course in which you are enrolled, please address these concerns with your teacher in a respectful manner that reflects understanding of the instructor’s authority over the course.

Netiquette refers to “Internet etiquette” and is a set of social conventions for online interaction. When participating in online courses, it is important to communicate effectively with instructors and other students. The following list of tips and suggestions will help you understand the nature of professionalism in the online classroom.

**Netiquette at Rochester Christian University - Tips and Suggestions**

1. Common courtesy and good manners are essential in for a safe environment where everyone can learn and exchange ideas.
2. Many will read your comments, including your instructor. Be forgiving of other’s mistakes and ask for clarity from the author. Avoid language that could be considered sarcastic or critical.
3. If another person’s comment upsets you, please, *do not* respond right away. Read it again with grace. Contact your instructor if you feel uncomfortable or offended.
4. Typing in all CAPS = SHOUTING! Use capitalization according to English language standards.
5. Read what you have written out loud or paste into Grammarly to check the tone before posting. Remember that any post submitted in an online classroom becomes a permanent record.
6. Give credit when credit is due. It is never acceptable for you to present work or ideas of others or A. I. as your own. Use proper citations to avoid plagiarism offenses. If you need help citing references, please contact the ACE or Library.
7. Students are expected to use language that reflects Christian standards. We want an environment that is comfortable for everyone. Profanity is never tolerated.
8. Proper use of grammar, sentence structure, punctuation, and spelling are all part of proper netiquette in an online class. Do not use text-message language. Remember that an online classroom is more formal than a public forum, blog, or social site.
9. Compose in Word and spell-check, then copy and paste into the discussion. Do not attach your document.
10. When referencing an outside source, copy and paste the URL and link it using the “link” icon on your text-box toolbar.

References:

Roblyn, M .D. and Doering, A. H. (2013). *Netiquette: Rules of behavior on the Internet*.

Shea, V. (2004). *Netiquette*. Retrieved from<http://www.albion.com/bookNetiquette/>