

MC COLLEGE DEPARTMENT NETIQUETTE FOR SUMMER ONLINE CLASSES

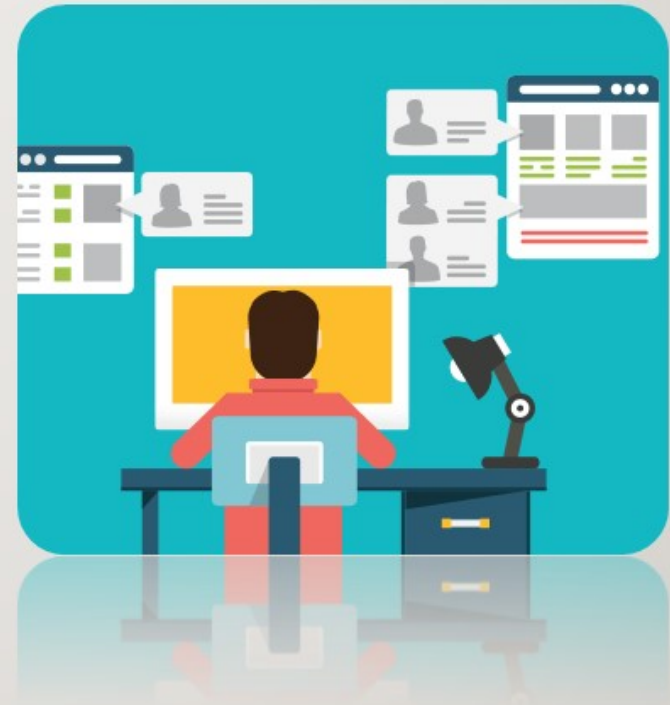


NETIQUETTE

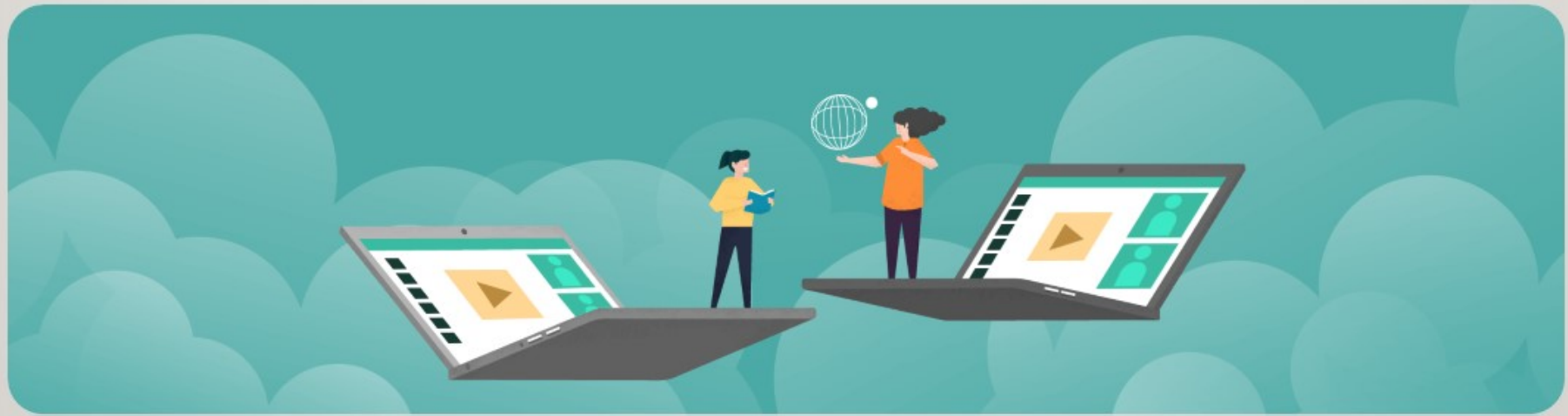
- is network etiquette
- This means that you need to observe good manners and right conduct in dealing with your teachers and classmates online.
- You should treat your online classes as if they were physical classes.



THESE ARE THE GUIDELINES
THAT EACH MC COLLEGE
ONLINE STUDENT SHOULD
OBSERVE:



I. PHYSICAL ENVIRONMENT



PHYSICAL ENVIRONMENT

- Choose a comfortable, quiet, and well-lighted area in your home when you will attend online classes;



PHYSICAL ENVIRONMENT

- Wear your ID during class hours and preferably, wear MC shirt. Sandos, sleeveless and plunging necklines are not allowed;



Sando

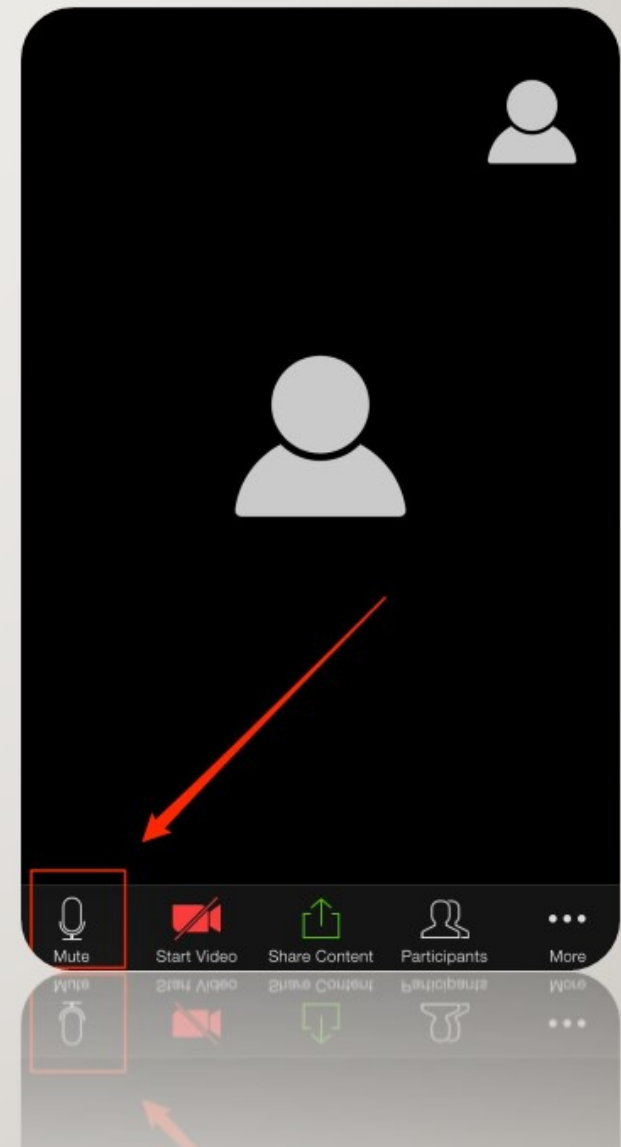


Plunging Necklines



PHYSICAL ENVIRONMENT

- Mute your device when you are video conferencing via Zoom to minimize unnecessary noise. Unmute only when you are going to speak.





Net *Class* RULES

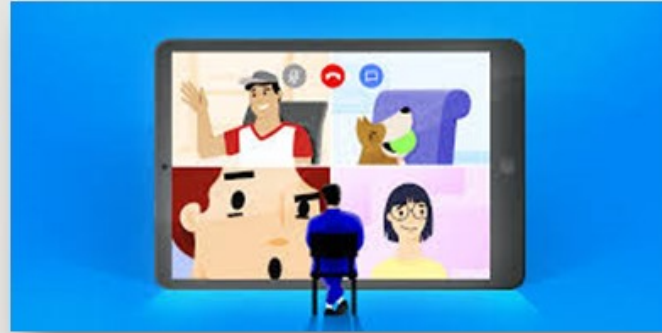
BE PUNCTUAL

- Most classes will run on flexible schedules. However, should your class would have a prescribed hour, log-in on time. This will enable you to capture all that would be discussed. This would save everybody's time.
- Submit your outputs on or before the given deadline.



BE RESPECTFUL

- Observe politeness in speech, both spoken and written.



- Do not capitalize all your written words. It may be interpreted as YELLING!

- If the idea of the speaker (whether of your teacher or classmate) contradicts with yours, you may disagree without being disagreeable.



BE PROFESSIONAL

- Use formal words when talking in class - whether oral or written.

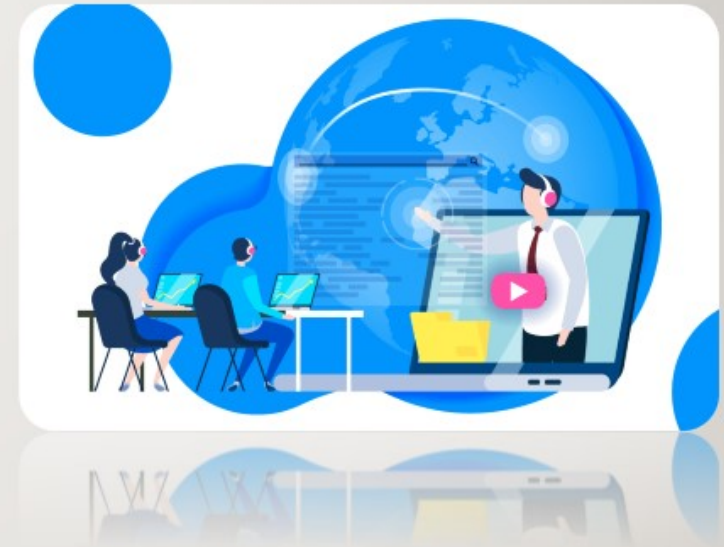
- Use of informal or slang words must be avoided.



- Spell-out written words correctly. Do not use “u” for “you”, or “ur” for “your” and the like.



- Observe grammatical rules.



BE HONEST

- Your output/s will be deemed as the exercise of your own knowledge, time, effort and skills. Anything that would prove the contrary would be considered as cheating and will be dealt with in accordance with the Student Manual.



BE OPEN-MINDED

- Differences in cultures, beliefs, traditions, norms and values may arise between or among you and your classmates or teachers. You should try to understand their perspective as they would to yours.
- Do not troll.
- Do not bully.
- Do not “trash talk”.



INTERNET
TROLLING



INTERNET
SHAMING



CYBERSTALKING

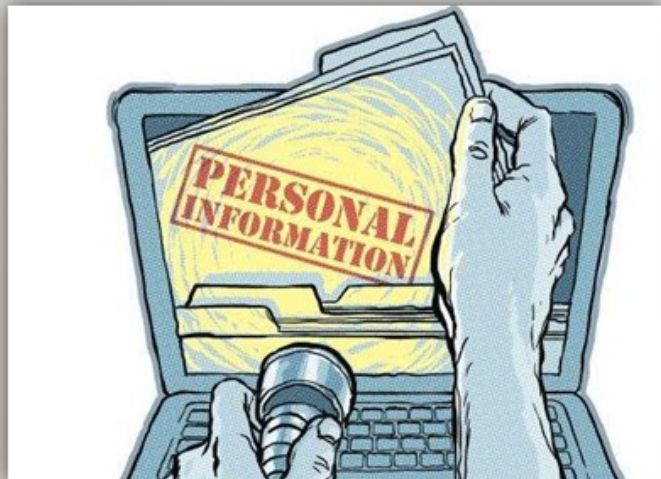
SECURITY





- Do not give your class code to anybody.

- Do not divulge your password with anyone.



- Do not share personal information (unless required for enrolment in class);



- Beware of phishing.

- Beware of spamming.



- Think before you click.