**Online “Netiquette”**

Being a responsible citizen in a digital world…

1. While your instructors strongly respect, support, and encourage your right to free expression of your ideas, they expect you to respect them, your fellow students, and others who might see your posting. By publishing on the web, you not only represent yourself, but this course and the university.
2. Exhibit the same courtesy to your classmates and professors, as you would expect to receive in the workplace. It is okay to disagree about the subject matter. But, be open-minded and accepting of constructive criticism and difference of opinion.
3. The projects/postings you make should abide not only by the Lehman College Principles of Community, but campus policies governing computer use and student conduct. (see attached or link to <http://www.lehman.edu/provost/grants/forms/PDF/CUNY_computer_policy.pdf>),
4. Just as they are not acceptable in class, hostility, rudeness, and disrespectfulness will not be tolerated in your online postings.
5. Please remember that this project or posting is part of a course of instruction, not work published independently; therefore, it must follow the guidelines laid out for you.
6. Make certain that your tone is positive and professional. Before you hit the submit button, review your message carefully. Ask yourself if you would want your message to appear on the front page of the n***ewspaper*** with your name and photograph. Remember, everything you submit is being recorded.
7. Protect your privacy and the privacy of others: Online discussions in Blackboard are open forums for the entire class. If you have something personal to say to your instructor regarding your grades or matters of a private nature, send him or her an email or visit during office hours.
8. As you are required to do, use your **Lehman email for all school related correspondences** and if you want to socialize with classmates, use your private email address.

For more information regarding student policies see page 27 of the Lehman College Student Handbook:

[**http://www.lehman.edu/lehman/student-affairs/docs/student-handbook.pdf**](http://www.lehman.edu/lehman/student-affairs/docs/student-handbook.pdf)