

Netiquette at York Technical College

“Netiquette,” short for internet etiquette, consists of a few key practices to promote polite and productive interactions between individuals in online environments. Some of those practices apply to your work in online courses and in communication with faculty, staff, and prospective employers:

- Use formal language written in complete sentences, with no slang, abbreviations, emoticons, or “net speak.”
- Do not type in all capital letters, which conveys a message as if you are YELLING or RAISING YOUR VOICE in an unfriendly manner.
- Capitalize properly and use standard punctuation rules.
- Address e-mails sent to faculty and staff with an appropriate greeting and by referring to them by title and last name (for example, Dear Mr. Smith; Good afternoon, Dr. Jones; Greetings, Ms. Carpenter).
- When communicating via e-mail, identify yourself, the course and section you are corresponding about, and include your Student ID number if appropriate.
- Communicate respectfully with classmates in discussions and express your opinions in a calm, thoughtful manner that maintains a professional tone.
- Realize that while online communication is generally quicker, faculty and staff do have other work responsibilities that may occasionally take them away from their computers during business hours. Expect a response within 24 hours with the exception of holidays and weekends.
- Communicate using your York Tech e-mail address and your real name when corresponding and interacting with instructors and peers.