

Students On-Boarding Learning Chunks

7

Virtual Class **NETIQUETTE**

SONIA T. ENRILE ¹
MELODY M. GARIANDO ¹
CHERIE GUY B. GIRAY ¹
JOSEPH VINCENT MANEJA ¹
REX B. PALOMPON ¹
DANILO B. PULMA ¹
MONA REA R. CABALO ²
REY G. COMABIG ²
NENITA V. FLORES ²
LORELIE J. PALOMA ²
LUDITO V. RAMIREZ ²

1. Eastern Visayas State University

2. Southern Leyte State University

No temporary or permanent copies of this learning chunk, in whole or in part, shall be made without written permission from the author/s.

Learning Chunk No. 7

VIRTUAL CLASS NETIQUETTE



Our Learning Outcomes:

At the end of this learning chunk, you can:

- Define and understand 'netiquette' including its rules and importance;
- Demonstrate understanding of proper communication and behavior in online class; and
- Practice proper 'netiquette' when participating in online class.



READY. SET. GO!

A. DIRECTIONS: Read and understand each question carefully. Choose the letter of the correct answer.

1. In which situation should you follow the rules of an online etiquette?
 - a. Sending an email to your teacher
 - b. Doing a research in a website
 - c. Reading messages in a chat room
 - d. Browsing Facebook posts

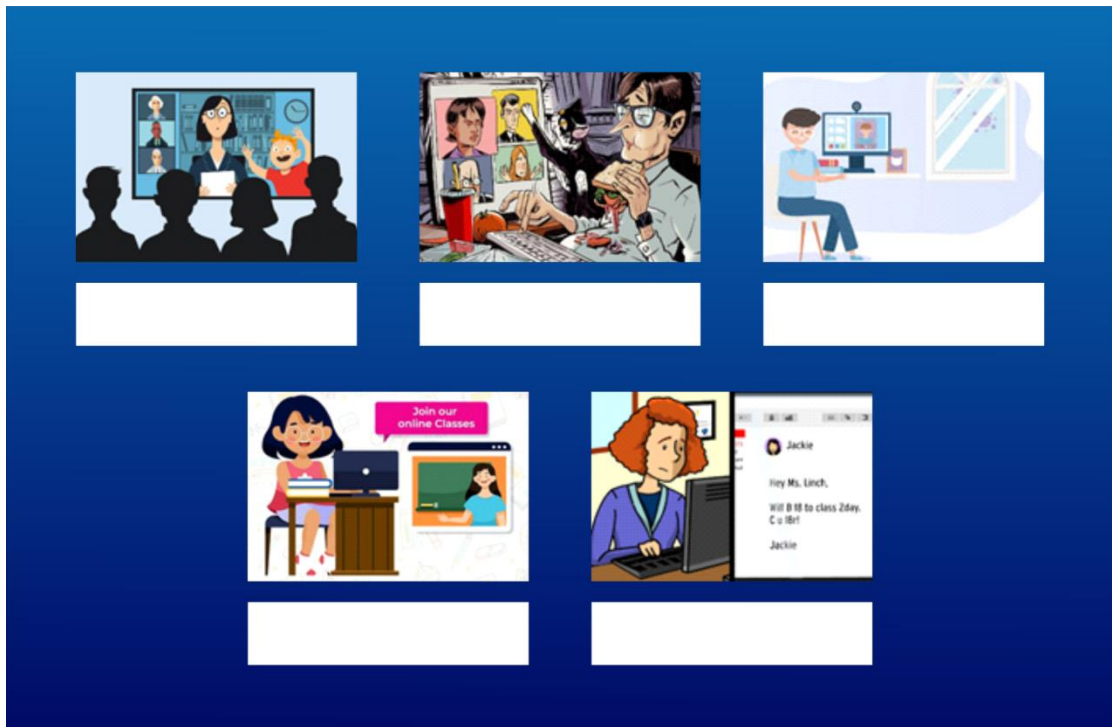
2. Why do most people act meaner in an online platform than in person?
 - a. They can hide their identity
 - b. Most people have fewer friends online
 - c. Online platform encourages users to start flame
 - d. Mean words online is easier to forget

3. What is the best way to respond to a person who starts flame online?
 - a. Ignore
 - b. Reply
 - c. Threaten
 - d. Insult

4. All capitals in an electronic communication means _____.
 - a. You are shouting
 - b. It is a very important message
 - c. The message must be forwarded to others
 - d. Typing in all capital letters is nothing special

5. What should you do before posting to a group discussion?
- Read all comments
 - Find the Frequently Asked Questions
 - Familiarize the tone and character of the group by reading some of the existing posts
 - All of the above

B. DIRECTIONS: Check the picture that follows online etiquette. Write its error if it doesn't.





OUR JOURNEY STARTS NOW!

Ask the following questions and discuss its answer.

Based on the pre-activity provided:

1. What are the behaviors that follow and do not follow online etiquette? Why?

Behaviors that Follow Online Etiquette	Behaviors that Do not follow online Etiquette	Why?

2. How do we call these behaviors that follow online etiquette?



WE'RE ALMOST THERE!

What is Netiquette?

- "Network etiquette "
- Code of good behavior online such as in responding emails, social media, group chat, online comments, webinar and other online platform.

When did netiquette start?

- 1995– an employee of Intel created an RFC—Request For Comment, document which provides set of guidelines for Netiquette for managers and employees

What are the types of Netiquette?

A. General Rules

- Wear proper attire - preferably casual and presentable clothes. Not home clothes.
- Choose an ideal place - choose a presentable place or area where you can sit upright and without distractions. This area must be well-lighted.
- Observe good manners at all times.
- Make sure the device you will use is charged and has a functioning and compatible camera, headphones/headsets and microphone.

B. Online Communication

- Be clear and concise when communicating.
- Be respectful of others opinion.
- Reply to others promptly.
- Limit the usage of emoticons.
- Proofread your posts.
- Think before you post.
- Avoid flaming.

C. Online Class

a. Netiquette Guide as a Presenter

- Don't plagiarize.
- Use the whole quote.
- Don't spread false information.
- Focus on the topic.

b. Netiquette Guide as a Participant

- Stay focus on the online class.
- Click mute button if it's not your turn to talk.
- Don't use acronyms.
- Don't use code name or alias to hide your identity.
- You may use emoticons, but not too many.
- If you want to say something, ask permission first.

What is the Importance of Netiquette?

- Keep conversation threads focused
- Keep overall discussion on-track
- Resist you from mocking others
- Learn to respect others



OUR JOURNEY IS OVER!

This quiz is designed to test your knowledge of netiquette, or network etiquette. Netiquette covers both common courtesy online and the informal "rules of the road" of cyberspace.

DIRECTIONS: Read and understand each item carefully. Write the letter of your best choice on the answer sheet.

1. What is netiquette?
 - a. The proper use of manners and etiquette on the Internet.
 - b. Using a net to catch fish.
 - c. Being mean to other people on Facebook.
 - d. Using proper manners at the dinner table.

2. It is okay to forward or post an e-mail message that you have received if _____.
 - a. The message is typed in all capitals.
 - b. It does not contain any copyrighted materials.
 - c. The author of the message hasn't posted it as confidential.
 - d. The author of the message has given you permission to forward or post it.

3. Scrolling a screen in a chat room is okay when:
 - a. You need to get your fellow chatters' attention.
 - b. It is never okay to scroll the chat screen.
 - c. Other chatters are boring you and you want to liven things up.
 - d. No one is saying anything.

4. A flame is: _____.
 - a. An online chain letter.
 - b. An expert programmer.
 - c. A post or email message that expresses a strong opinion or criticism.
 - d. A person who consistently breaks the rules of Netiquette.

5. The Golden Rule of Netiquette is:
 - a. Remember the human.
 - b. Never flame a friend.
 - c. Follow all the other rules of Netiquette.
 - d. A smiley in every message.

A student joined an online class. During the discussion, the student started an argument which caused other members to leave the chat room.

Write a 200 words "Reflection Paper" about the online class attended described above:

Were these followed during the online class?

- General rules Netiquette
- Online Communication Netiquette
- Behavior of presenter and participants

Name: _____ Student ID No.: _____

Course: _____ Year: _____

Contact No.: _____ Email Address: _____

ANSWER SHEET

**SOB Learning Chunk No. 7
VIRTUAL CLASS NETIQUETTE**

- 1.
- 2.
- 3.
- 4.
- 5.

Reflection Paper



CUT HERE.



INSTRUCTIONS: Please compile all answer sheets of the eight (8) learning chunks and return to:

Student Affairs and Services Offices
Southern Leyte State University, Sogod, Southern Leyte

REFERENCES

https://www.google.com/search?q=top+10+online+etiquette&tbm=isch&ved=2ahUKEwjbgqHUtNPqAhUQHqYKHUPtBgUQ2-cCegQIABAA&oq=top+10+online+etiquette&gs_lcp=CgNpbWcQAzoGCAAQBxAeOgQIABBDogIADoICAAQCBABEB46BggAEAgQHjoECAAQGFD03AJYyIMDYJKKA2gAcAB4AYAB0QSIaf8ckgEMNy4xMy4yLjEuMC4xmAEAoAEBqgELZ3dzLXdpei1pbWfAAQE&sclient=img&ei=7iMRX9vTJ5C8mAXD2pso&bih=547&biw=1086&hl=en&hl=en#imgsrc=v1RUOwAtiSljaM

https://www.google.com/search?q=top+10+online+etiquette+comic&tbm=isch&ved=2ahUKEwjdkpLttNPqAhVN4pQKHf26CQkQ2-cCegQIABAA&oq=top+10+online+etiquette+comic&gs_lcp=CgNpbWcQA1DyzQVYg9cFYNXaBWgAcAB4AIABrwOIAasJkgEJMC40LjEuMC4xmAEAoAEBqgELZ3dzLXdpei1pbWfAAQE&sclient=img&ei=liQRX935Ms3E0wT99aZl&bih=547&biw=1086&hl=en&hl=en#imgsrc=5VOc0vd_vh0x4M

https://www.google.com/search?q=online+class+etiquette&tbm=isch&ved=2ahUKEwiU65jDmeDqAhUVI6YKHeSWCCMQ2-cCegQIABAA&oq=online+class+etiquette&gs_lcp=CgNpbWcQAziGCAAQChAYOgQIABBDogIADoGCAAQBRAeOgYIABAIEB46BQgAELEDOggIABCxAXCDAToECAAQHjoECAAQGFDm7QZYlpMHYKOVb2gAcAB4AoAB_AWIAY4fkgELOC45LjEuNS0yLjGYAQcGAAQgAAQtdnd3Mtd2l6LWltZ8ABAQ&sclient=img&ei=T9gXX9SHK5XGmAXkraKYAg#imgsrc=asWRwkng0KfjRM

<https://www.netmanners.com/264/why-was-netiquette-invented/?fbclid=IwAR2jZO76YEG0Pnyw32HDR2FKHWdbnH0QNFiqw3TRbqHqhNX-Tc1gSPuVuf8>

<https://techterms.com/definition/netiquette>

<https://www.slideshare.net/krazyadpi/netiquette-powerpoint-312-42059685>

<https://www.netmanners.com/264/why-was-netiquette-invented/?fbclid=IwAR2jZO76YEG0Pnyw32HDR2FKHWdbnH0QNFiqw3TRbqHqhNX-Tc1gSPuVuf8>

<https://www.ietf.org/rfc/rfc1855.txt>

<https://slcconline.helpdocs.com/instructional-best-practices/what-is-netiquette-and-why-is-it-important-in-online-courses>

<https://coursedesign.colostate.edu/obj/corerulesnet.html>

Published by:

SOUTHERN LEYTE STATE UNIVERSITY
Sogod, Southern Leyte, Philippines