

Netiquette Guidelines

*for Dr. Johnson's Online Courses Fall 2020
[Originally distributed by Dr. Milstein from Dr. Martin's document]*

Below are netiquette guidelines I am proposing we collectively adopt as a class. During our first week, we will take the opportunity to review, refine, and revise these guidelines with the goal of producing a document we will all consent to follow from the second week onward. (If further refinement is needed as the class progresses, we will make the necessary adjustments.)

Preparing for Synchronous Sessions:



(1) Zoom in from a space free or relatively free from disruptions (to the extent you have control over your learning environment).



(2) Zoom in from a computer or tablet *other than a mobile phone* (assuming you have ready access to one), as you will want a large enough screen and a keyboard.



(3) Come fully dressed. *Recommended:* Wear what you would normally wear (at least on top) if we were meeting in person for class.



(4) When turning on your video, be aware of your camera's line of sight: put away things you don't want others to see and make sure your background is not distracting to others. Don't worry about revealing a messy room if you don't have the capability to use a "virtual background" (and feel free to use the latter), but do make sure potentially offensive or distracting objects are out of view of your classmates, including any housemates who might be engaged in activities which might draw undue attention to themselves.



(5) Avoid multitasking whenever possible. Class is not the time for you to simultaneously workout, grocery shop, do household chores, drive/bike/travel from one location to the next, or attend to any other matters, particularly since active participation (orally and through the chat and breakout rooms) will be expected.



Exception: I recognize that some of you may have to attend to loved ones at the same time you are in class, which is totally understandable in light of our pandemic realities.



(6) Try to call in about 5-10 minutes before class starts to allow you sufficient time to test your audio/video, troubleshoot if there are any problems, chat informally with your classmates once I let you in from the waiting room, and allow us all to start on time.



(7) Make sure your photo in Zoom is a recent headshot of you and the name that appears is the one you wish to be called by others. Your headshot (vs. a blank black square) will help me (and others) associate your name with your face and therein build community together as a class. *Optional:* you can add in your personal gender pronouns (PGP). Example: "Dr. Johnson (he/him)"

During our Synchronous Meetings



(1) You are ***strongly encouraged*** to turn on video. I recognize some of you either might not have sufficient bandwidth for video and or may have privacy or other concerns; however, seeing your face on the screen will help your professor and classmates get to know you so again, *strongly encouraged*.



(2) If your default will be to block your video, consider turning it on at the very least at these times: (a) at the beginning of class (to greet your classmates and professor); (b) at the end of class (to bid your classmates and professor adieu); (c) whenever you are speaking in class; and (d) whenever you meet with a smaller group of classmates in Zoom breakout room sessions.



(3) When everyone is together in class, please mute yourself when you are not speaking. When you are meeting in breakout rooms, you can keep yourself unmuted the entire time. *Optional:* use headphones to block out ambient/background noise for your own benefit and that of your classmates.



(4) Either raise your hand (physically), use the "raise hand" feature, or just start typing in the chat whenever you wish to ask a question or make a comment.



(5) Actively participate in the chat. If for some reason you foresee having difficulties typing in the chat, have paper and pen ready so you can write your responses and show them on the screen. A wonderful and valid low-tech solution to a high-tech problem!



(6) If you need to take a break, please mute yourself, and block your video. We know nature calls, but some things are OK to NOT share.



(7) For those with children or pets: if they should make a “cameo appearance” on your screen, no worries and no need to apologize; attend to them as needed and rejoin when you are ready. You can even introduce them to us as your co-workers if they appear at an opportune (non-disruptive) time.

After our Synchronous Meetings



NOTE: I *will* record our sessions and make them available for students who weren't able to attend. Remember that trust will require us to keep what we've shared in class **solely within the confines of the class** unless you've received explicit consent from your classmates to share. Please also refrain from posting screenshots or video clips from our class to others outside of it to maintain your classmates' and my privacy and accordingly **to comply with LMU's policies.**