



During our stay in the School, we commit to...

**01**



Remember the human

To be kind and remember that everyone has the right to be treated in a very kind way, as I would like to be treated.

Remember That Real People Take Priority.

**02**



Respect People's Privacy

Do not post copyrighted material to which you do not own the rights. Use free images (Pixabay) and mp3 (jamendo) or similar

**03**

Take care of your expressions and language

If You Wouldn't Say It to Someone's Face, Don't Say It Online. And it's not just what you say, but how you say it.

Either take the trouble to use the shift key for capital letters, or write in all lower case, but don't use caps lock. Text in all caps is generally perceived as yelling. Please don't forget to say please and thank you as appropriate.

**04**



Respect answering times

Electronic communication takes time: time to read and time in which to respond. Most people today lead busy lives, just like you do, and don't have time to read or respond to frivolous emails or discussion posts.

**05**

Know where you are in cyberspace

Depending on where you are in the virtual world, the same written communication can be acceptable in one area, where it might be considered inappropriate in another. What you text to a friend may not be appropriate in an email to a classmate or colleague





**06**

Make yourself look good online

One of the best things about the virtual world is the lack of judgment associated with your physical appearance, sound of your voice, or the clothes you wear. You will, however, be judged by the quality of your writing, so keep the following tips in mind:

Always check for spelling and grammar errors, Know what you're talking about and state it clearly and Be pleasant and polite



**07**

Help keep flame wars under control

When two or three people exchange angry posts between one another, don't feed the flames; extinguish them by guiding the discussion back to a more productive direction.



**08**

not to abuse our power

Just remember: knowing more than others do or having more power than others may have does not give you the right to take advantage of anyone. Think of Rule 1: Remember the human.

**09**

Share expert knowledge

Post resources and references about your subject matter. Recently expanded your knowledge about a subject that might be of interest to others? Share that as well.



**10**

Be forgiving of other people's mistakes

Not everyone has the same amount of experience working in the virtual world. If you feel compelled to respond to a mistake, do so in a private email rather than a public forum.



We will take care of the core rules on netiquette