



# Office of The Principal

## Fazl Ali College

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## NETIQUETTES

### INTRODUCTION

It is important to recognize that the online classroom is in fact a classroom, and certain behaviours are expected when you communicate with both your peers and your teachers. These guidelines for online behaviour and interaction are known as **netiquette**. The purpose of this information is to assist students in understanding proper classroom behaviour. The classroom should be a learning-centered environment in which faculty and students are unhindered by disruptive behaviour. You are a college student and are expected to act in a mature manner and to be respectful of the learning process, your teachers and your fellow students. Faculty members have the authority to manage their classrooms to ensure an environment conducive to learning.

Any student who shall accept the **privilege** of attending courses offered by Fazl Ali College, shall be deemed to have given consent to the policies of the institution and the rules and regulation of this College. Non-compliance of the rules listed below or any other offences which might be considered improper will be dealt with seriously, leading to appropriate disciplinary action upto **expulsion of the offender from the College**

### CYBER SECURITY

- Cyberbullying is a punishable offence under the Information Technology Act, 2000 and the Indian Penal Code. Refer [www.fac.ac.in/cyberbullying](http://www.fac.ac.in/cyberbullying) (*link to be given at the College website*) for more information.
- Don't share your password with anyone. Remember that your password is the only thing protecting you from pranks or more serious harm.
- Change your password if you think someone else might know it.
- Always log out when you are finished using the system.
- You will be responsible for any cyber issues arising from your account.

### GENERAL INFORMATION

- When communicating online, you should always:
- Treat your instructor and classmates with respect in email or any other communication.

- Use clear and concise language. Avoid slang terms and texting abbreviations
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a font size that is legible. Limit and possibly avoid the use of emoticons.
- Be careful not to share confidential information or any conversation in any social media or online platforms.
- Unauthorized copying, sharing or using of materials provided by teachers is strictly prohibited. Non-compliance will be infringement of Copyright and Intellectual Property Right of the Owner (teacher).

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## INSTITUTIONAL EMAIL

The institutional email is **EXCLUSIVELY** for the College academic purpose. It should **NOT BE USED** for any personal correspondence or as an ID for app or any other account. Any violation will let removal of account without further warnings, hence disabling you from attending online classes.

When you send an email to your teacher, college authority or classmates, you should:

- Use a descriptive subject line.
- Be brief and use legible clear fonts like Times New Romans, Garamond, Arial etc.
- Avoid attachments unless you are sure your recipients can open them.
- Sign your message with your name and return e-mail address.
- Be sure you REALLY want everyone to receive your response when you click, “reply all.”

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## GOOGLE CLASSROOM/MEET MESSAGE BOARD

When posting on the Discussion Board related to online class, you should:

- Make posts that are on topic and within the scope of the course material.
- Take your posts seriously and review and edit your posts before sending.
- Be as brief as possible while still making a thorough comment.
- Always give proper credit when referencing or quoting another source.
- Be sure to read all messages in a thread before replying.
- Don't repeat someone else's post without adding something of your own to it.
- Always be respectful of others' opinions even when they differ from your own.
- Do not make personal or insulting remarks.