NETIQUETTE @ CALARTS

Remote Instruction Expectations

01

NETIQUETTE

Guide for Remote Instruction

It is important for you as a student to remember that remote instruction is in fact a formal learning environment and certain behaviors are expected when you communicate with both your peers and your Faculty. These guidelines for online behavior and interaction are known as "Netiquette".

The purpose of the following information is to help you be a more effective and successful student when communicating via email, Zoom/Google chat or on discussion boards as a part of your remote learning instruction at CalArts.

Review Your Responses Before Posting

02

Please be mindful of language. Even if your comment was intended to be constructive, the challenges of the online environment can cloud the intent. Before posting, ensure your comments are clear and cannot be taken in the wrong context.

Remember...
We Are All CalArtians

CalARTS

03

Although there may not be in-person contact with others in the course, remember that your peers are human and have feelings.

Before you press "send" or "submit", ask yourself, "Would I be okay with this if someone else had said or sent it to me?" If you wouldn't make the comment to them in a face-to-face environment, please refrain from posting or saying it in the remote environment.

Remain Professional

04

Do: Address others by name and be mindful of your tone. Treat people as if you were in a face-to-face situation.

Do: Work to create a supportive and patient environment as we navigate this space together.

Avoid: Writing in all capital letters, overuse of emoticons or criticizing others. Use can be easily misinterpreted as they lack non-verbals.

Jokes And Sarcasm

05

Be cautious when using humor or sarcasm as your tone is sometimes lost in an email or discussion post and your message might be taken literally or offensively.

AWARENESS IN VIRTUAL ENVIRONMENT

06

Please be mindful that others will be able to see you. Please be aware of presence, location and images in view when you are connected via video.

DIVERSITY AND INCLUSION

07

CalArts embraces a diverse and inclusive community of artists. Preserving an inclusive online learning environment is CalArts mission and tradition of the vanguard while partnering with all of the communities to ensure that all members have access to resources, are respected, safe, are valued and engaged.

Please be mindful of your comments and responses in the online environment. Please make sure comments are inclusive to all participants.

RESPECT

08

Do: Respect privacy, diversity and opinions of others. Communicate tactfully and base disagreements on scholarly ideas or research evidence.

Avoid: Sharing another person's professional work or personal information.

Addressing Concerns

09

CalArts Disciplinary Policy and procedures, including our Prohibited Discrimination, Harassment, and Sexual Misconduct Policy, will continue to apply to students, staff, and faculty. Community members can reach out to Dionne Simmons, Title IX Coordinator and Director, Community Rights and Responsibilities, at either titleix@calarts.edu or dsimmons@calarts.edu if there are any questions or concerns.

SOURCES:
hhttps://osuit.edu/center/online-student-resources/netiquette.php
https://uncw.edu/oel/documents/pdfs/netiquette.pdf
https://asuonline.asu.edu/newsroom/online-learning-tips/netiquette-online-students/
https://www.memphis.edu/fcbe/students/netiquette.php