

DEAN OF STUDENTS OFFICE ACADEMIC EXCELLENCE

Online Classroom Netiquette

Dear GW Law Students,

As our community continues to engage in online learning, it is important to establish and maintain good habits. The Dean of Students Office has prepared this collection of strategies for you to consider while attending online classes. For more information and resources, contact our office by telephone (202-994-8320) or email (<u>deanofstudents@law.gwu.edu</u>).

Check your technology in advance! Ensure you have proper hardware and stable wifi. Make sure you are logged into the correct account, if required (e.g., Zoom).

Make a good visual impression! The marvel of video conferencing technology is that you can be seen despite not being in the same physical space as your colleagues and professor. Be dressed, out of bed, at your workstation, even if it is in a bedroom or shared space. Follow your professor's guidance on whether cameras or mics are to be on or off. Always be prepared to be on camera unless you have cleared it with your professor that you need to stay off camera.

Share carefully. If and when you share your screen, make sure all things visible on your screen (including tabs) are what you want others to see (e.g., your email inbox).

Do not abuse the classroom chat box. Not every remark made in class deserves a response from you. Use discretion as to when you participate in the chat, and what you are contributing. If you would be comfortable standing up in front of a classroom and saying your message, then it is most likely okay to share in a chat box.

Be kind and professional. An online classroom is still a classroom. Always speak respectfully to your professor and classmates, even if you disagree with them. You may be a master of wit and puns. But remember: sarcasm can be hard to detect online.

Stop using GChat and put away your phone. It is just as disrespectful to your professor and colleagues to chat in an online class as it is for an in person class.

Make sure your name is displayed correctly. First and last name, with spaces and capitalization. Add your preferred pronouns if you would like. Example: Jamie Denton (she/her/hers)