

## The Queen's Digital Etiquette

- **Be respectful.** Always be kind, polite and respectful in any digital setting. Behave as you would in a face-to-face situation. Remember there is a real live person at the other end reading your posts and online messages. Treat them with respect
- **Respect diversity.** Digital space's at Queen's should be a safe space to learn for all. Be mindful that not everyone will have similar feelings and opinions to yours. Be considerate of this and respect the validity of alternative views
- **Participation vs lurking.** In online discussion areas you are encouraged to contribute to conversations and not just lurk. Full participation presents an opportunity to clarify points, elaborate further, and learn from your peers. If you share your thoughts your confidence as a digital learner will start to grow and you will enjoy the online learning experience much more
- **Remember to listen** as well as to talk. Give everyone the opportunity to contribute
- **Be scholarly.** Written communication should always be professional so minimize the use of emoticons and please don't use slang terms. Think about the impact of what you say across platforms and how this may impact on your digital reputation
- **Stay on topic.** Keep any discussion posts/ contribution relevant and appropriate to the particular topic
- **Provide critique, not criticism.** We all have the potential to be educators but be careful how you share what you think. Where you can, support your fellow students in online discussion areas
- **Always think before you post.** Remember your audience and think about what you have written before you submit or post it
- **Think twice before reacting.** If you have read an e-mail, forum posting, dialogue posting etc. and feel a strong reaction to it, try to step back and give yourself time before responding. Text in digital spaces can be very easily misunderstood
- **Watch your language and tone.** Be aware of the language and tone you use to communicate in digital spaces. It can be very easy to misinterpret someone's meaning. If you do notice someone else's tone please give people the benefit of the doubt as you may have misunderstood their intentions. Also, try and not to use CAPITALS as they can imply that you are shouting
- **Don't post or share inappropriate material** in any digital space (e.g. Canvas, MS Teams, Social Media). Inappropriate or foul language, insults and harassment are not allowed
- **If in doubt, don't.** No matter where you are posting or commenting online, remember, it can easily be shared publicly, even if it is a private platform, simply by someone screenshotting/ recording it. So only share content you are happy for the world seeing
- **Is it Subject to Copyright?** Always be careful when sharing other people's work. It is very important that you do not breach copyright. Always give credit to sources that you use, like images, referencing, and recordings. If in doubt, always ask the author's permission
- **Be mindful on what you distribute.** Don't copy or forward any private messages without permission
- **Ensure that confidentiality** is protected where needed. Think about whether the unintended consequences of a post might put someone else in danger or cause them hurt
- **Digital safety and security.** Keep safe in all digital settings. Always be careful about sharing personal information in any digital space