

Chat room guidelines

- 1) Do not verbally abuse, attack, embarrass, or threaten anyone else in the chat room, no matter what they might say to you.
- 2) Do not use obscene, offensive, or sexually explicit language. You would not use this kind of language in a face to face classroom so do not do it in an online environment.
- 3) Never type your messages in using all capital letters. This is considered to be shouting or yelling at another person, and this is not acceptable. If you want to **emphasize** a word or phrase, simply type an asterisk in before and then directly after your word or phrase.
- 4) When you are entering a chat room, you should always greet everyone whether you know them or not. Be sure to wait until there is a lull in any conversation already in progress, though. Do not interrupt. When someone else enters the room, you should make it a point to at least recognize their presence and greet them.
- 5) When you leave the chat room, say goodbye.
- 6) Do not type in long, detailed messages that will take a lot of time and space.
- 7) Try not to interrupt someone when they are chatting. Be patient; you will get your chance to contribute.
- 8) Do not ask lots of questions all at once, give other users time to think about what you have written and respond appropriately.