

## Netiquette

In all your interactions in the Virtual Classroom, please remember that you are required to adhere to the [Student Code of Conduct](#).

As a Monash College student, you are expected to:

- Be respectful towards all of your classmates and your teacher at all times.
- Make a point to be kind and respectful in your comments and accept the rights of others to do the same - even if you disagree with someone.
- Act with consideration and courtesy and respect the rights of others to study free of discrimination and harassment

### Preparing for the Virtual Classroom

Preparing for your class is crucial to yours and others' success in the Virtual Classroom and ensures the class runs smoothly. Make sure you adhere to the following guidelines:

- Access Zoom on a laptop, not a phone.
- Sit in a quiet space so you can concentrate, and minimise all distractions around you - on-screen, on your desk and in the room. Using headphones might be helpful.
- Make sure you sit somewhere that is clean and clear behind you – you are in a class even if you are sitting in your bedroom.
- Ensure you are dressed appropriately, as you would dress for class.
- Be on time, as you would be for on-campus classes, and make sure you have tested your microphone, speakers and camera before the class is due to start.
- Homework and flipped learning should be completed, and you should have any necessary pages open on the computer (for example, Google.docs; quizzes).
- Your teacher will tell you whether your video and audio should be switched on or off during a session.

### Participating in the Virtual Classroom

It's a vital part of the learning process to ask questions, participate in group discussion and carefully consider the contributions of others.

When taking part in the Virtual Classroom, please keep these points in mind:

- Use your real name (or your preferred name) on the screen.
- If you'd like to make a comment or raise a question, there are a few options:
  - “Raise hand” to let the host know you have a question or comment to share.
  - “Chat function” - type comments and questions that can be seen by everyone.
- If you'd like to indicate a reaction, use an emoji to show that you understand (thumbs up or clapping). Sometimes it is difficult to convey a reaction but everyone understands a 😊

- Ask questions and interact as much as possible. To be successful, you need to be a part of the lesson and not switch off.
- During online classes, only students enrolled in the class should be participating.
- Use English in all classes, including in breakout rooms.
- Always try to use proper punctuation, spelling and grammar. The Virtual Classroom is still a classroom and professionalism is always required.
- It is never acceptable to impersonate another person. Never pretend to be another student or teacher in a Zoom session. Doing this may result in disciplinary action against you.
- Not everyone has the same amount of experience working and studying in the virtual world and not everyone knows the rules of netiquette. If you hear a comment you don't agree with, read an unnecessarily long response, or encounter misspelled words, practise kindness and forgiveness as you would hope someone would do if you had done this.
- Written communication can easily be misinterpreted so avoid the use of strong or offensive language. Certain modifications to fonts can change the tone e.g. capitals.
- If you leave a class by accident, you can rejoin at any time as long as the meeting is still going. Make sure your microphone is on mute so your re-attendance doesn't disrupt the session.
- Don't use other applications not relevant to class on your device during class time (e.g. games or chat apps).
- If you take offence to something said in a class and feel compelled to respond, do so in a private email rather than a public forum. Or you could raise the issue with your teacher.
- If you receive an email or message from a Monash College staff member, don't ignore it. Make sure to read it carefully and follow up or respond if requested.
- When emailing staff, ensure you always use your Monash College email. Include your student ID, full name and preferred name, and your course/class.

For further technical help, please refer to [Zoom Essentials for Students](#)