



NGU Online

Netiquette Policy

Staff, faculty, and students are expected to act in a Christ-like manner when communicating with each other (Luke 6:31). Everyone is encouraged to treat others with respect when communicating, especially through virtual means such as emails, discussions boards, and other online tools.

Netiquette rules are put in place to guide proper communication. Netiquette includes etiquette, manners, and rules for proper online interaction.

Netiquette is important to define because the online environment lacks gestures, facial expressions, vocal tone, body language, and other forms of non-verbal communication that inform interactions in face-to-face settings. The netiquette rules outlined below will help to ensure a polite and safe online environment within the NGU academic setting and beyond.

Netiquette Rules

- Never give your password to another individual (in person or online). NGU's IT Help Desk staff will never ask for your password via email.
- Use proper capitalization, grammar, and spelling for professional communication. Avoid texting jargon and abbreviations.
- Remember that your tone of voice cannot be heard online. Sarcasm and humor are hard to convey. Be mindful of this.
- Online dialogues, blogs, wikis, journals, and emails are for the internal academic use only. Do not forward or quote them to outside parties.
- Use NGU email for all communications.
- Refrain from sending emails that do not have a specific purpose. This includes forwarding emails that you may find inspiring or humorous, but may clog up communications for others.
- Pay attention to "Reply" vs. "Reply All." Only use "Reply All" if the entire group needs to receive your response.
- Be respectful when communicating in online discussions and emails. Address the person by name at the beginning and sign it at the end.
- Remember, you are communicating with real people and not merely a computer screen. Do not say anything online that you would not be comfortable saying in person.

Additional Resources

The following sources are recommended for further research on netiquette:

- [Rule #1 Remember the Human](#)
- [Ted Talk on Texting as a Language](#)
- [List of Commonly Used Emoticons](#)