# Guidelines for Acceptable Communication in Info 203 Discussion Forums

**Responsibilities of Online Community Members**

1. Follow the golden rule and be courteous, civil and respectful of others at all times. Course discussion forums are not for personal exchange, but instead shall be used to post messages that stick to the topic and are applicable and necessary to carry out the work of the course. Postings in forums that are not moderated by the instructor, such as informal Student Lounges, should also abide by the above standard of conduct.

Check your message for grammar, tone and typos before hitting the post button. Avoid using text message or online gaming chat slang.

Community members must refrain from making defamatory comments on other users either in public forums or in private messages. Messages which include derogatory statements about race, ethnicity, gender, sexual orientation, nationality, religion or religious figures, personal attack, hate speech and harassment will not be tolerated. Complaints about policies, instructors or courses should not be posted to the discussion forums, but rather are to be addressed to the instructor privately, or to the Associate Director & Coordinator of Admissions & Academic Advising.

2. Do not post copyrighted material in the forum that you do not have permission to post. This includes text and images from other forums and web sites. Do not post commercial messages.

3. Do not cross-post the same or similar message in more than one place in the course forums.

4. Private messages are to stay private. Don't forward or post private message replies without the express permission of the original author. This includes private replies to public posts and other private or personal communication including off-forum e-mail communication

5. Questions related to the standards or guidance in evaluating a message prior to its posting may be directed to the course instructor or site administrator.

**Responsibilities and Best Practices - Instructors**

1. Instructors establish guidelines for giving students credit for discussion board participation and use discussion forums to help build community and establish peer communication and connection, to demonstrate ways to support arguments, cite textbook references/online resources and to support a point of view.

2. Instructors monitor and respond to discussion posts regularly and in a thoughtful manner.

The Guidelines are useful but not comprehensive. The School shall have sole discretion to address any behavior exhibited on the Canvas course forums that it considers inappropriate, regardless of whether the specific conduct is expressly prohibited by these Guidelines. The School will evaluate each incident and take whatever action it deems appropriate, which may include temporary or permanent suspension or closure of the student’s access to all or part of the Course forums.