ალმოსავლეთ
ევროპის
უნივერსიტეტი

A Guide to the Rules of Online Behavior

„Netiquette"

A guide for EEU students and staff

What is Netiquette?

Netiquette (net - ქსელი + etiquette - ეტიკეტი - Network Etiquette) - is internet relationship etiquette. You are involved in distance learning and teaching and therefore you have to consider the rules of online behavior that EEU students and staff are required to follow. (Administration, Teacher). Keep in mind that the rules are designed to protect your safety.

The mentioned guideline will help you to establish an effective relationship when communicating in the virtual space; The guide outlines the basic rules to follow when communicating online;

Check camera and microphone, screen, internet connection...

For an online lecture you will need **a camera and a microphone, a stable internet connection.** Before starting the lecture, check out the camera and microphone to avoid a technical default; A weak internet connection may prevent you from seeing the image or listening to the lecture.

During the lecture, do not share your screen and other documents without the teacher's request;

Virtual auditorium

Keep in mind that when using an online learning platform, remember that this is a virtual auditorium/ lecture room and you should behave as in the usual auditorium. In particular,

- **Choose a learning environment,** where the noise of other people does not interfere with the course of the lecture. Turn off your microphone in case of unexpected noise.
- Use the **blurred background feature** only if you are asked to turn on the camera, but you have an undesirable background;
- **Don't be late to enter a virtual auditorium;**
- **Wear clothes accordingly for learning/teaching;**

- Only a student, a teacher, is allowed to appear in front of the camera during the lecture / seminar;

- It is not allowed to invite another person to attend the lecture;

- **Follow the rules of the discussion** (Listening to each other, allocating time, regulations, asking questions, etc.);

Video – lecture / seminar recording rule

Video-lecture recording should be implemented **only by the teacher. It is not mandatory to record video workshops.** Video recordings will be available to students within **48 hours.** The Teams program **restricts** the student's right to download and share video recordings. During a virtual lecture it is not allowed for a student to take a photo or record a video or sound in any other way..

Failure to comply with the above-mentioned rules when recording a video lecture will violate the Code of Ethics and raise the issue of its disciplinary liability.

Respect personal data

Just as you expect privacy from others, respect the personal data of others;

Materials reflecting online meetings, online-learning (photo, video image) are personal data of the person, which should be taken into account when publishing them. Do not post personal information, photos or videos on the Internet without asking permission. Subject to the requirements of privacy and copyright protection. Also, be careful when sharing your personal information.

State inspector's recommendations for distance learning is available on the following link: https://personaldata.ge/ka/recommendations

Sharing personal data

Be careful when sharing your personal information. For example, for security reasons, do not share your personal password with anyone else. If you find out that someone else has your password, or you have doubts, ask to change / update your password immediately..

What is plagiarism

Plagiarism - the presentation and use of other's work or part of it (or an unpublished work or part thereof the authorship is proved on, including published or unpublished, including, prepared for presentation, presented dissertation paper / theories, concepts, data source materials, textbooks, methodologies or conclusions, graphs, images, etc.) by someone else as one's own, without proper reference to the author / source.

The rules for detecting and responding to plagiarism in EEU is available on the university's website, see the link: https://bit.ly/2UJ19iY

The electronic platform is subject to monitoring

The use of electronic platforms provided by the East European University is subject to monitoring.

Tips for written communication (e-mail, "chat" ...):

▪ Electronic communication requires more time, so it is advisable to write messages **clearly, concisely, specifically**.

▪ Try to avoid using **slang, barbarism, jargon**; Correct grammatical errors before sending a letter;

- When writing, try to use a **standard font and size,** Be careful when using large size of letters and **exclamation marks**, as it is considered as a strict tone;

- Keep the so-called "Smilies" for personal communication- Think about the fact that "Smiles" may not be liked by your professors when communicating in a common chat.. Try to use them less as they are more suitable for talking to your friends or instant messaging;

- Before making a comment, read all the comments that were previously written (no matter how many they are) and only then do the feedback, because you will *no longer be able to delete the sent message;* If your message is still misunderstood, immediately correct it with a new message;

- Online communication can be a source of misunderstanding, because at this time people cannot see you and also, if they do not know you, it is possible that your message will be misunderstood. So try to be as positive as possible and keep in mind: **Think before you say; Think before you write.**

- **Request additional clarification**- if you are not sure that you have properly understood the written message, ask for more explanation.

- Avoid posting **negative comments on 'Chat"**;

- **Don't write alone, give space to others;**

- "Chat" and the forum should contain **only the information (subject)**, the "chat" / forum has been created for.

- **Do not overload the system** with more than normal or unusable electronic files (Already unusable files can be deleted from the system)

Students and staff are required to abide by the rules of online conduct, which also includes zero tolerance for bullying / oppression.

Additional video resources regarding "Netiquette":

https://www.youtube.com/watch?v=DwdqQjCfWSc

https://www.youtube.com/watch?v=tVqWcrMPxfY

In case of any doubt, please contact us by e-mail: Info@eeu.edu.ge

'Teams' includes a virtual auditorium for online meetings and consultations, with each student and staff being able to express their opinions / remarks.