UNIVERSITY OF STRATHCLYDE
STUDENT GUIDANCE: ONLINE CONDUCT

We offer the following recommendations on how to conduct yourself when using online learning and social media platforms.

- *Always maintain a respectful tone and be patient as users of all abilities may be participating.*
- *Think about how your message might be interpreted and always be professional with your communications.*
- *Check the accuracy and sensitivity of what you are posting before pressing submit, just as you would with any other form of communication. If you aren't sure, consider asking a friend to review your content.*
- *If in doubt, don't post. If you make a mistake, admit it. Be upfront and quick with your correction.*
- *BLOCK capitals can occasionally be interpreted as shouting so they are best avoided. If you want to emphasise a point use *asterisks* instead.*
- *In discussion forums, keep your messages to the point and state who the message or post is coming from and add a descriptive title.*
- *Carefully consider the types of personal information you wish to share about yourself online. Personal information includes but is not limited to gender, sexuality, age, religion, relationship status, address, contact details, planned movements etc.*
- *Keep yourself and your personal data safe online: consult https://www.strath.ac.uk/professionalservices/is/cybersecurity/10stepstocybersuccess/*
- *Do not reveal the personal information of other people online, even if you believe that the information is already widely known.*
- *Make sure you have permission before using someone else's images or written content.*
- *You have a responsibility for what you say. Please remember that once something is posted online it can be very difficult to remove.*
- *Remember that text, images and video that you post, share or put in a message may be shared beyond the intended recipients: as soon as you post or send, the content is no longer in your control.*
- *Remember that everything you post online contributes to your digital profile, and is potentially visible to friends, family, University staff and also to potential employers.*
- *Remember that written comments can be misunderstood or taken out of context.*

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