



**Emails**

**Maintain a respectful tone**

**Think about how the content could be misinterpreted**

**Think before sending; would you verbalise what you are about to send**

**Avoid the use of block capitals; it can appear like shouting**



**Live Teaching**

**Respect other people's opinion**

**Promote healthy academic discussion not personal attacks**

**Take responsibility for what you say**

**Use the chat function to discuss the taught content**



**Social Media & Virtual Study Groups**

**Define the boundaries of the group**

**Private messages in the public domain can be considered under LMU regulations**

**Sarcasm and humour does not always translate online**

**Remember there is a human behind the screen**



**Virtual Forums**

**Avoid flaming**

**Disagree with the comment and not the person**

**Pause before posting**

**Think about effect rather than intention**