Social Media Guidelines

We will be using social media to communicate and collaborate. It's important that we follow some guidelines regarding netiquette and that you are aware of privacy matters.

Privacy

We will be using Google Docs and Google Community to collaborate and communicate. I setup each tool to be private, which means only those with the link can find the documents and community. You can also choose various privacy options within Google. Go to the [Google Support](#)[i] pages for more information.

Guidelines

1. Contribute regularly to group discussions, including original posts and responses.

The activity level of our class helps foster community and enhances learning opportunities. (Your regular contribution is also graded.)

2. Respect the diverse viewpoints of each member of our community.

Treat contributions made by other members with respect, and understand that differences in opinion are natural.

3. Respect the privacy of others.

Only members of our class are allowed to join and view our community. The goal is to have a safe, trustworthy discussion environment.

4. Consider what you share about yourself.

We may each define "private" differently, but carefully consider what you share before you publish a post. If you are unsure about anything, please contact me first.

5. Give others time to respond.

Make original posts early in the week to allow for other members to thoughtfully respond. Also have patience when waiting for comment.

6. Have patience with the technology.

Sometimes things don't work right or are slow. Relax. It helps when you don't procrastinate, so you can try again at a later time.

7. Ask for help right away and assist others when possible.

If you have a question, seek help right away. If you have an answer, offer help.

What happens if someone violates a ground rule?
If you feel that a member has violated any of these ground rules, immediately bring your concern directly to me at smendez3@sierracollege.edu.

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[i] https://support.google.com/drive/answer/141702?hl=en