

# 15. Netiquette Policy

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Netiquette is a set of rules for behaving properly online. Babel University Professional School of Translation (the School) provides its education and training for its MST program via the Internet. The School hereby establishes and implements netiquette policy by which student must comply.

## 1. Writing name

When communicating online, students shall clearly write their name in the communication. Using fictitious names is not allowed at the School.

## 2. Slander, libel, defamation or threats

Students shall not use any words that are considered to be slander, libel, defamation, or a threat to others communicating online.

## 3. Recognition of differences

Students shall be sensitive to the fact that there will be differences based on cultural and linguistic backgrounds, as well as political and religious beliefs, and other general differences.

## 4. Good taste in writing

Students shall use good taste when communicating online. Profanity and swearing are also part of being sensitive when communicating online and should be avoided. Slang can be misunderstood or misinterpreted.

## 5. Capital letters

Students shall refrain from using capital letters when composing responses as this is considered "shouting" on the Internet as is regarded as impolite or aggressive. It can also be stressful on the eye when trying to read the message.

## 6. Respecting other views

Students shall be respectful of others' views and opinions, and avoid publicly attacking or insulting others as this can cause hurt feelings and hinder sharing other points of view.

## 7. Acronyms

Students shall be careful when using acronyms. If using acronyms, it is best to spell out the meaning first, then put the acronym in parenthesis afterward. For example: Frequently Asked Questions (FAQs). After that, an acronym can be freely used throughout the given message.

## 8. Grammar and spelling, etc.

Students shall use good grammar and spelling, and avoid using text messaging shortcuts.