

Falkirk Third Sector Online Discussion Boards - Netiquette

The following guidelines are there to guide, but also protect you – any members who do not adhere to these guidelines will be subject to having their accessibility temporarily restricted, or in extreme cases revoked entirely.

1. **Participate** – don't be shy to add your thoughts, views and opinions to a thread that interests you. Also, if you see something that is worth sharing do so, as it is likely to help others – just check someone hasn't already posted it.
2. **Help Others** – whilst these are new forums, you may have more experience than a colleague who is using them. Give them a hand. Show them it's not so hard. They will appreciate your help.
3. **Be Patient** – read everything in the discussion thread before replying. This will help avoid repeating something someone else has already contributed.
4. **Acknowledge Others** – when responding to a thread, acknowledge the points made with which you agree and suggest alternatives for those with which you don't. If you ask or are asked a question, please acknowledge the responses you receive.
5. **Be Brief** – please be clear and articulate. Be direct and stay on point – don't lose yourself or your readers in overly wordy sentences or paragraphs.
6. **Use Proper Writing Style** – this is a must. Before you post on the forums, please check your spelling, grammar and sentence structure. Please don't use text speak and keep smiley faces to a minimum 😊
7. **Cite Your Resources** – another big must! If you are sharing an article, report or other resource, please tell us where you found it, whether online (using the URL) or in print. Please be aware of any copyrighted material that cannot be shared electronically.
8. **Review Before You Post** – before you hit the send button, take a minute to review what you have written – it will save time amending it later.
9. **Avoid YELLING!** – please do not use all caps or bold characters in your posts – this is seen as SHOUTING and can be hard on the eye to read. These can be used to emphasise a point, but please consider the use carefully.
10. **Be Courteous and Respect Others** – it is an ethnically rich and diverse, multi-cultural world in which we live and work. Please use no language that is, or could be construed to be, offensive to others. Profanity and/or discrimination will not be tolerated. On the other hand, if you feel you are the victim of discrimination or are insulted on a discussion board, try to remain calm and resist returning the offence. Rather, report the issue to the forum administrator or directly to David Gardener – David@cvsfalkirk.org.uk.
11. **Report Glitches** – we've tried to identify issues and fix the issues but discussion boards are electronic. They break. If for any reason you experience difficulty participating or spot any glitches, please report it by email to David Gardener – David@cvsfalkirk.org.uk. Chances are others are experiencing the same problems.

Golden Rule – if you wouldn't do or say something in real life, don't do it online either.