CSUDH encourages students to exchange ideas in a safe, supportive, and productive classroom environment in person and online. To facilitate this type of environment, all course participants (students and instructors) are expected to engage with each other respectfully and with common courtesy. When participating in recorded, live, or video conference sections of the class such as Blackboard Collaborate, Zoom, or other collaborative environment, mute your microphone when not speaking. Try to minimize excess noise or interference/feedback when setting up your workstation to allow your classmates to focus on your contributions rather than distractions. If using a web cam, be aware of your surroundings to ensure that no offensive material is visible, and to respect the privacy of roommates, family members or others who are not enrolled in the class. When participating in chat or discussion forums, remain cognizant of the feelings of the person at the other end of the screen. Without contextual cues such as body language, tone of voice, and other markers, tone can be difficult to interpret online. Double check your writing for clear, respectful and on-topic interactions. Behavior that persistently or grossly interferes with the flow of online discussion, makes fellow participants feel uncomfortable, or regularly deviates from appropriate topics of conversation is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students’ ability to learn and an instructor’s ability to teach. The instructor may require a student responsible for the disruptive behavior to leave class pending discussion and resolution of the problem and may also report a disruptive student to the Student Affairs Office (WH A-410, 310-243-3784) for disciplinary action. (See student-rights: student-conduct-procedures-student-code-of-conduct).

For asynchronous online courses, remove the section in [brackets.]

Additional suggested wording:

Online course values:
Safe and healthy living and learning environment.
Student should be civil to one another and others in the campus community and contribute positively to student and university life.
Friendly environment to discuss ideas and exchange in conversation.
Conduct yourself in a civilized manner.

Examples of posting best practices:
The discussion boards are part of the learning environment, so while you may want to write using a conversational tone, maintain polite, respectful discourse in interacting with your classmates.
Focus your response on the disagreement with a person’s opinion, not on the person giving the opinion.
A well-written post engages its audience and facilitates further discussion. Take some time to review your posts to make them as readable on possible, and if replying to a thread stay on topic. If you have a new topic to propose, start a new discussion thread to enable others to find it.
It is a good practice to take a moment to check your spelling and grammar.

Examples of disruptive behavior:
Student is threatening in any way.
Student interferes with the other students’ ability to learn.
Racial/ethnic slurs, vulgar or inappropriate language, defamatory language.
Using aggressive, combative or passive aggressive language or responses.
(For synchronous discussions) Student who interrupts, does not mute their microphone when not speaking, or is unreasonably noisy.
Student who interrupts the flow of forum discussion with inappropriate questions or interjections.
Student who responds inappropriately, disrespectfully, or with anger to the comments or opinions of others in the room.
A student who uses obscene or profane language.
A student who verbally threatens or intimidates the instructor or another student.
Student posts non-relevant spam or personal advertising in forum discussion board.
Frequently takes threaded discussion posts off topic or gives non-relevant replies.
Inappropriate or overly revealing profile pictures or sharing similar pictures.
Choosing a screen name or profile name that is offensive to others.
Rude or disrespectful emails or messages to the professor or other students.