**Discussion Board Code of Conduct**

This document provides some examples of behaviours that you may wish to list in a Discussion Board Code of Conduct. These can be edited and/or adapted to best suit the purpose of your discussion forum.

Alternatively, as a class activity, students could be asked to create a code of conduct for the whole class to adhere to. This activity can generate discussion around the purpose of the forum and the expectations of the user group and allows students to contribute to the course design and further enhance their social presence within the group.

**Code of Conduct for posting on all forums of Discussion Boards:**

The message board is provided by the University of Aberdeen as a place for members to support each other in their course. To ensure that forums are a positive online environment, we have developed a code of conduct for the benefit of all users:

We ask that you please:

1. Be responsive and participate. Make an effort to share what you know and to interact with your peers. We encourage you to actively participate in the debate, pose questions and help each other.
2. Be respectful of other users at all times, both students and staff. Well-structured and considered discussion is encouraged. It is not expected that you will agree with other users at all times but it is expected that you are considerate of other users’ opinions and do not respond in an aggressive or derogatory manner.
3. Make sure you respect the confidentiality of others and do not disclose any non-public information or personal information without consent.
4. You are responsible for the content you post. This includes information, text, photos, messages etc. If you didn’t create the content that you post, it is your responsibility to ensure you have the necessary consents.
5. Be brief. Several short posts have more impact than one long message. Write in a natural and informal style but take a moment to check grammar and spelling. Use the spellchecker.
6. Online messages are sometimes misunderstood because facial expression can’t be seen. It can help to use emoticons to indicate the nuances of your message. You’ll find the emoticons on the Edit page when you are composing your message.
7. When you start a new discussion, create a subject line that helps readers understand the topic quickly. If you introduce a new topic in an existing discussion, alter the subject line to signal the change.
8. If replying to a particular person in a forum, begin your post with an @ sign followed by their name.
9. Report to the course coordinator or tutor privately if you have found a post that you feel is inappropriate or that violates the forum Code of Conduct. Please do not start a debate in the open forum by responding to the post.
10. Any abusive, offensive or inflammatory posts or any comments which personally attack any individual will not be tolerated and will be removed.
11. The moderators of this forum are charged with preserving the integrity of the forum content. They may edit posts delete content and lock threads against further entries, without notice, if they feel the content does not comply with the Code of Conduct. These actions are made at the moderator’s discretion.