



**Cairns School of  
Distance Education**  
Global Learning

# Cairns SDE Netiquette Guide



## Online Lessons - MS Teams Meetings

### BE RESPONSIBLE

- ✓ Be on time and ready to learn - join meetings promptly with materials ready.
- ✓ Mute your microphone when not speaking to avoid background noise.
- ✓ Dress appropriately - online learning is still school learning.

### BE RESPECTFUL

- ✓ Use polite language and respectful tones in all verbal and written comments.
- ✓ Listen actively to teachers and classmates.
- ✓ Use reactions (e.g., raise hand, thumbs up) appropriately.

### BE RESILIENT

- ✓ Stay engaged even when technical issues arise — try again or seek help.
- ✓ Ask questions and share ideas with confidence
- ✓ Accept feedback with a growth mindset and strive to improve.



## Email Communication

### BE RESPONSIBLE

- ✓ Use your school email account for all communication.
- ✓ Include a clear subject line and polite greeting/sign-off.
- ✓ Check spelling and tone before hitting send.

### BE RESPECTFUL

- ✓ Allow time for teachers and peers to respond — 24–48 hours is standard.
- ✓ Avoid using all caps or emojis in formal emails.
- ✓ Thank the reader for their time or support.

### BE RESILIENT

- ✓ Don't be afraid to follow up if you haven't received a reply after a few days.
- ✓ Clarify instructions if you are unsure — it shows initiative.
- ✓ Keep messages constructive and courteous, even when frustrated.



## Canvas and other Online Learning Platforms

### BE RESPONSIBLE

- ✓ Submit work by due dates and with academic integrity.
- ✓ Check Canvas announcements and notifications regularly.
- ✓ Keep personal login information secure.

### BE RESPECTFUL

- ✓ Post comments in discussions that add value and encourage others.
- ✓ Acknowledge classmates' contributions with positive feedback.
- ✓ Follow digital citizenship guidelines at all times.

### BE RESILIENT

- ✓ Keep trying even if a task feels challenging — help is available.
- ✓ Reflect on feedback and revise work where possible.
- ✓ Maintain a positive attitude — learning online takes practice and patience.



## Being a Global Citizen Online

- ✓ Use inclusive and respectful language that acknowledges all voices.
- ✓ Celebrate achievements and contributions from others.
- ✓ Represent Cairns SDE with pride and digital integrity.

*At Cairns SDE, we are responsible,  
respectful and resilient learners -  
online and everywhere.*