



Guidelines for Discussion Forums and Comments

It is the intent of these discussion forums and comments to be *self-moderated*. This means each person's messages and comments are posted immediately without advance editorial review and permission. There is an expectation that all members will use discretion and self-discipline in the messages they post. Please remember that your name will be attached to every message you post.

If a member violates these guidelines, the CHC reserves the right to remove their content from the forum and withdraw that member's permission to make future contributions.

Etiquette

There are a few general rules that you should follow when posting a message or comment:

- When posting a new message to a discussion forum, construct a subject heading that is clear and intuitive to your subject. This will encourage a good response rate from other members.
- Please refrain from posting personal messages. If you wish to discuss something sensitive or off-topic with another contributor, please obtain their email and continue your discussion outside the forum.
- Pick the right forum for your message and don't post the same message on more than one forum unless you want to target more than one audience.

Discussion forums and comments are places for teaching, mentoring, helping, networking, and even disagreeing. Differences of opinion are healthy to discussion forums; however, if you disagree with someone else's viewpoint, please be as objective as possible when replying. Members should never post comments or remarks that are defamatory, obscene, profane, threatening or spiteful. Personal attacks are never appropriate.

Copyrighted Material

Often copyrighted content from independent online sources is posted to discussion boards. As tempting and stimulating to a discussion as it might be, it is a violation of copyright law to cut and paste copyrighted material from other publications into your discussion or comment unless you have already obtained permission to do so. There are two ways to post the information:

1. Summarise the information and other writings along with a few sentences and cite the source (See the Style and Study Guide);
2. Insert the URL (<http://www.thewebsitename>) to the copyrighted material in the body of your message.

Advertising

Discussion forums and comments are intended for the exchange of ideas, not *self-promotion and marketing* (this is also called "spam") of products and services. If, however, you are aware of an *independent* product or service that would assist another member, it is appropriate to make that product or service known. If you are concerned as to the appropriateness of the product or service, please contact the site administrator before posting the information.

Questions?

If you have questions, comments or suggestions regarding these discussion forums, comments and this policy, please feel free to direct them to the site master at moodleadmin@chc.org.au