

# A Healthy Online Presence



## Moorpark College Student Health Center

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[mc\\_studenthealthcenter](#)

Moorpark College Admin Building Rm 111

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## Language Matters

It is important to consider the power of the words you use when posting a discussion board, commenting on a peer's assignment, or communicating online.

### Avoiding Bias

We are all in a learning position. Many terms or phrases that we have heard or even used have potential bias in them. It is important to think about how labels and words can impact people. Spend some time reviewing updated bias-free language recommendations, especially when talking about communities or culture.

### Language Resources

**APA Bias-Free Language**

**The MC SAFEZONE page has LGBTQIA+ specific resources**



Ladies and Gentleman

Everyone, Folks

~~The poor~~

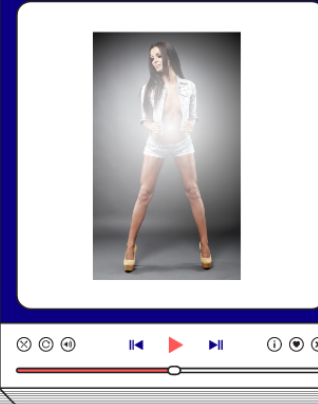
Individuals living below the federal poverty threshold

Mentally challenged

A person with a mental illness

The elderly

Older adults



## Mind your Professional and Private Posts

Many employers check potential candidate's online presence. Be sure to think about how some posts may be interpreted.

### Google/Search yourself!

Plug your name into major search engines to see what comes up. This is a good way to consider what others may see.

### Set accounts to private

Although this still does not guarantee that everything stays private, it is a good idea to set accounts to private.

### Play Offense

Avoid posts that are highly controversial, show illegal activity, have heavy partying, have nude/partially nude photos, and anything you wouldn't want everyone to see.

Consider making a professional LinkedIn page. This is often one of the first things that comes up and can highlight your skills and experiences.

# Proofread



"The streets were highly desserted that night."

-Mullendore

ty


Do not use text language or abbreviations

Use proper punctuation and capitalization

i

AB ✓

Use spellcheck

Read it before posting (out loud is best!) 

# Don't be Inflammatory

"Is it true; is it kind, or is it necessary?"

-Socrates

It is okay to disagree with people, however, it is important to use proper discourse. Before you post something, ask yourself: Is it true? Have you fact-checked it? Is it kind? Is it written in a way that is not intended to provoke others? Is it necessary? Are you responding or disagreeing just to argue, or to add to the conversation? If you wouldn't say it in person, it is probably best not to say it online.



## Online Meeting Tips

- Turn off your notifications
  - Turning off notifications is even more important if you share your screen
- Don't hold conversations in the chat unrelated to the current material/lecture
  - For the person currently talking/lecturing, the chat continually going off can be very distracting. Try to avoid side conversations that are not related
- Double read your message before entering it into the chat
- Pay attention
- Follow camera/microphone rules. If you aren't speaking, it is usually best to mute yourself
- Kindly let the host know if there are any technical issues on their end



# Practice Objectivity

Does your post require additional context to understand?

Do you use humor that is nuanced?  
How could someone else interpret your post?

These are great questions to ask yourself as you craft online posts and responses. You know what you want to say, and what you mean to say, but would someone else get that from your post?



## Sources

It is important to cite your sources even in informal settings.

Anything that is not your own, original idea or common knowledge should be cited.

Failure to cite information can not only get you in trouble for plagiarism, but it can reduce your credibility.

