

# Acceptable Use Policy



LITERACY SPECIALISTS • TEACHERS • ASSESSORS

## The Dyslexia Guild Forums

### Are there any rules when using the forums?

Guidance for forum participation below must be adhered to by all Guild members and has been formulated to make the Guild forums effective discussion platforms, which promote respectful, tolerant and sensitive discussion. The Dyslexia Guild reserves the right to delete any postings that breach this forum etiquette. Any serious or persistent breaches may also lead to intervention by Dyslexia Action and the issuing of a written warning to the participant or participants concerned.

Please read the following pointers carefully. They apply to all forum users.

1. Make sure you always name new discussion topics very explicitly. This makes important posts easier to find. Avoid general titles such as 'Help!' or 'Advice please!'
2. Make sure you are posting to the relevant discussion topic. If you want to divert the discussion to a new topic, start a new discussion thread with a title that will inform others as to the content of the thread.
3. Use the forums reflectively – Avoid posting multiple separate questions on the same thread in a short space of time or on other threads – this makes answers hard to track and fragments the discussion to the point where it loses coherence.
4. Be respectful and sensitive in your responses to fellow participants. If you disagree with an opinion given, respond professionally without overt criticism of the person, objectively stating your reasons for not supporting a particular point-of-view and for supporting an alternative one.
6. Forum users should carefully consider the timing of their contributions, so that others have the opportunity to contribute to the discussion.
7. Ensure that any comments about learners you are working with or people you have assessed are anonymised, so that the person or persons identified cannot be gleaned from the post. Similarly, the names of the establishments involved should not be identifiable. Ensure any images also respect a person's privacy.
8. Ensure that any comments made are not discriminatory, inflammatory or offensive (known as flaming) and could not be construed as such. Writing in CAPITAL letters can be seen as shouting.
9. Ensure that you do not upload documents to the forum threads if you are not the copyright owner, instead reference where they can be found.
10. Avoid potential misunderstandings if you are employing humour, sarcasm or jokes by indicating the nature of your comment. Acronyms can also be misunderstood so please write out in full, followed by the acronym in brackets i.e. Assessment Practising Certificate (APC)