



EXAMPLE FOR GUIDELINES FOR RESPECTFUL AND INCLUSIVE COMMUNICATION IN ONLINE COOPERATION

Effective communication is crucial for successful online cooperation, especially when collaborating with individuals from different cultural backgrounds. Here are guidelines to promote respectful and inclusive communication in an online collaboration that were used during this Excalibur project.

- **Cultural Awareness:**
 - **Guideline:** Cultivate an awareness and appreciation of the culture of the cooperation partners, avoiding stereotypes or assumptions.
 - **Example:** Instead of generalizing about the customs of the cooperation partners, ask open-ended questions to understand diverse perspectives within the group.
- **Language Use:**
 - **Guideline:** Use clear and inclusive language to ensure mutual understanding. Be mindful of linguistic differences and provide translations when necessary.
 - **Example:** When expressing ideas, choose words that have clear meanings and offer translations or explanations for terms that may not be universally understood.
- **Active Engagement:**
 - **Guideline:** Actively participate in discussions, valuing each participant's input. Avoid dominating conversations or sidelining certain voices.
 - **Example:** Encourage quieter participants to share their thoughts and consider diverse viewpoints before drawing conclusions.
- **Respect for Time Zones:**
 - **Guideline:** Be mindful of time zone differences when scheduling meetings or sending messages. Avoid inconveniencing participants with late-night or early-morning communication.
 - **Example:** Schedule virtual meetings at times that accommodate both parties, considering the time zone disparity.
- **Embrace Diversity:**
 - **Guideline:** Celebrate and appreciate the diversity within the group. Avoid making assumptions based on cultural backgrounds.



- **Example:** Acknowledge and respect the unique perspectives that each participant brings to the collaboration.
- **Constructive Feedback:**
 - **Guideline:** Provide feedback in a constructive and positive manner, focusing on ideas rather than criticizing individuals. Avoid using offensive or negative language.
 - **Example:** When reviewing a project, highlight strengths first and then suggest improvements in a supportive manner.
- **Inclusive Language:**
 - **Guideline:** Use language that is inclusive, avoiding gender-specific terms or phrases that may be exclusive.
 - **Example:** Instead of addressing a group with gendered terms, use neutral language that encompasses all participants.
- **Cultural Exchange:**
 - **Guideline:** Actively engage in cultural exchange, sharing aspects of your own culture and learning from others. Avoid making comparisons that may be perceived as judgmental.
 - **Example:** Share information about your local customs and traditions while being open to learning about other cultures with genuine interest.
- **Digital Etiquette:**
 - **Guideline:** Practice good digital etiquette, being respectful of others' online presence. Avoid excessive messaging or overstepping boundaries.
 - **Example:** Prioritize clear communication and use appropriate channels for different types of discussions, avoiding clutter and confusion.
- **Collaborative Decision-Making:**
 - **Guideline:** Make decisions collaboratively, involving all stakeholders in the process. Avoid unilateral decision-making that may exclude certain perspectives.
 - **Example:** When deciding on project directions, seek input from all participants and find common ground through consensus.

These guidelines aim to create a positive and inclusive online cooperation environment, fostering effective communication and understanding between participants from



different cultural backgrounds. By embracing these practices, the collaboration with other schools can be mutually enriching and successful.