

Netiquette! (Using proper etiquette on the Internet) and Internet Safety

Most important: Never post or e-mail anything you would not say to someone's face.

Here are some general guidelines.

E-mail:

- Be pleasant and polite.
- Begin each e-mail with an appropriate greeting.
- Do not forward chain letters.
- Do not send or reply to angry e-mails. *(If you receive an angry e-mail, try to contact the person by phone or face-to-face.)*
- Used mixed case: UPPER CASE IS CONSIDERED SHOUTING!!!
- Check grammar and spelling before you send.
- Do not give your email address to people you don't know and do not pass on a friend's email address to someone else without your friend's permission.
- Be ethical. *(Never use e-mail or web postings to spread gossip or falsehood. Remember, every message you send is recorded with your name and is traceable to you.)*

Online blogs and social network sites:

- Remember that you are dealing with people.
- Adhere to the same standards of behavior that you would follow if the conversation was face-to-face.
- Know where you are in cyberspace. *(Some sites are more reputable than others.)*
- Do not provide personal information on blogs or social network sites. Avoid using your first and last name and never post your home address, phone #'s or the name of your school.
- Remember, everything you post is recorded. *(Even if you delete it a record is kept by the owner of the website.)*
- Respect other people's time and bandwidth.
- Share expert knowledge.
- Nothing posted on a blog or social network site is confidential.
- Do not engage in "flame wars" online. *(A "flame war" is responding to an angry posting in an angry manner.)*
- Respect other people's privacy. *(Do not post photos or mention a person's name in a blog without their permission and knowledge of what is being posted and where it is being posted.)*
- Be forgiving of other people's mistakes. *(It is very easy to be misunderstood on web postings because we cannot tell the tone or inflection in which something is being stated.)*

Cell phone texting and photos/videos:

- Do not give your phone number to anyone you don't know and don't answer calls or reply to texts unless you know the caller/sender.
- Taking photos/videos of people without their permission invades that person's privacy.
- Do not give your friends cell phone number to other people without your friend's permission.
- Forwarding inappropriate photos/videos is against the law.
- Making prank calls and/or constantly texting someone can be considered harassment.

GREAT minds discuss ideas...
Average minds discuss events...
Shallow minds discuss people...
Which are you?