

Netiquette Rules

It is important when you are online to follow a set of rules or behaviors when it comes to posting something online or when emailing someone. Below are a few netiquette rules that you can follow:

1. **Use computer courtesy:** Remember there is another person that will be reading what you have written. Be courteous and respectful of others.
2. **Remember the Golden Rule:** Treat others as you would like to be treated.
3. **DON'T SHOUT:** Typing in all capital letters is considered shouting and is considered rude.
4. **Pay attention to language issues:** People come from all different types of cultures and countries. When writing something online be aware that something you say could be regarded as offensive.
5. **Think before posting or sending:** When you post something online or send something to someone online, keep in mind that it could come back to haunt you later. Posting a silly photograph or sending a funny or even hateful email could seem like a good idea at the time, but could cost you your education or career later on.
6. **Keep personal information private:** You might not realize it but you could be giving out information that could harm you, your family, your friends or people you work with. Giving out too much information could give predators and those with bad intentions information they would need to get to you and others in your life.
7. **Obey copyright laws:** When online make sure you are following copyright laws.
8. **Be patient and helpful:** Not everyone will have the same skill set or knowledge of the internet or computers as others.
9. **Be aware of cyber-bullying:** Cyber-bullying is defined as the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Cyber-bullying can occur in emails, text messages, social networking websites, and chat rooms. Studies have shown that most children do not tell a trusted adult about cyber-bullying. If you or someone you know is targeted by cyber-bullying do not respond and keep all original correspondence with date and times. If the messages are threatening or a safety concern contact local law enforcement.

10. **Don't overuse acronyms:** Not everyone will know what certain acronyms mean. For the most part we are all familiar with RSVP and FAQ, but not everyone will know what BRB (be right back) or AFK (away from keyboard) means. Try to use them sparingly, keeping in mind your audience.

11. **Email Etiquette:** When using email there are a few guidelines you should follow that also go with proper netiquette.
 - a. Keep your communication respectful and appropriate.
 - b. Do not engage in harassment (cyber bullying).
 - c. Use clear, concise and appropriate language in your email. Think about what you have written and how the person receiving it will react.
 - d. Do not share personal information. Respect your and other people's privacy. Do not re-post a message without the permission of the person who sent it.
 - e. Do not forward or send junk mail (SPAM) without the permission of the person who would be receiving it.