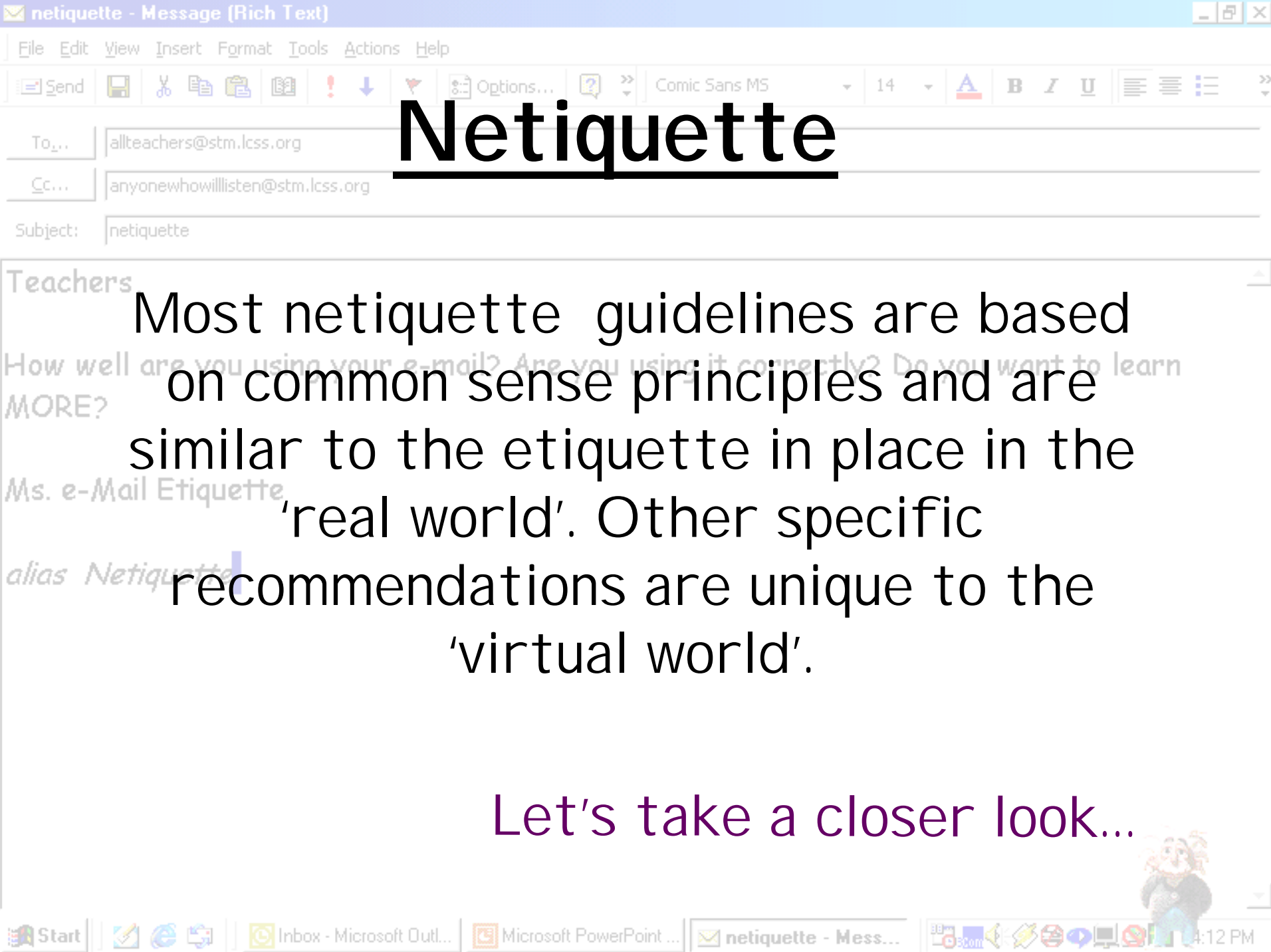


Netiquette

What exactly is Netiquette?

Netiquette refers to the rules of online etiquette that guide users while working, communicating, and utilizing resources in the cyberworld.

What does that mean REALLY ?



Netiquette

Teachers

Most netiquette guidelines are based on common sense principles and are similar to the etiquette in place in the 'real world'. Other specific recommendations are unique to the 'virtual world'.

Let's take a closer look...



Apply Standard Rules of Politeness to the Online World

- Common **polite** practices should apply to your online behavior
- Always **think** before you type and send

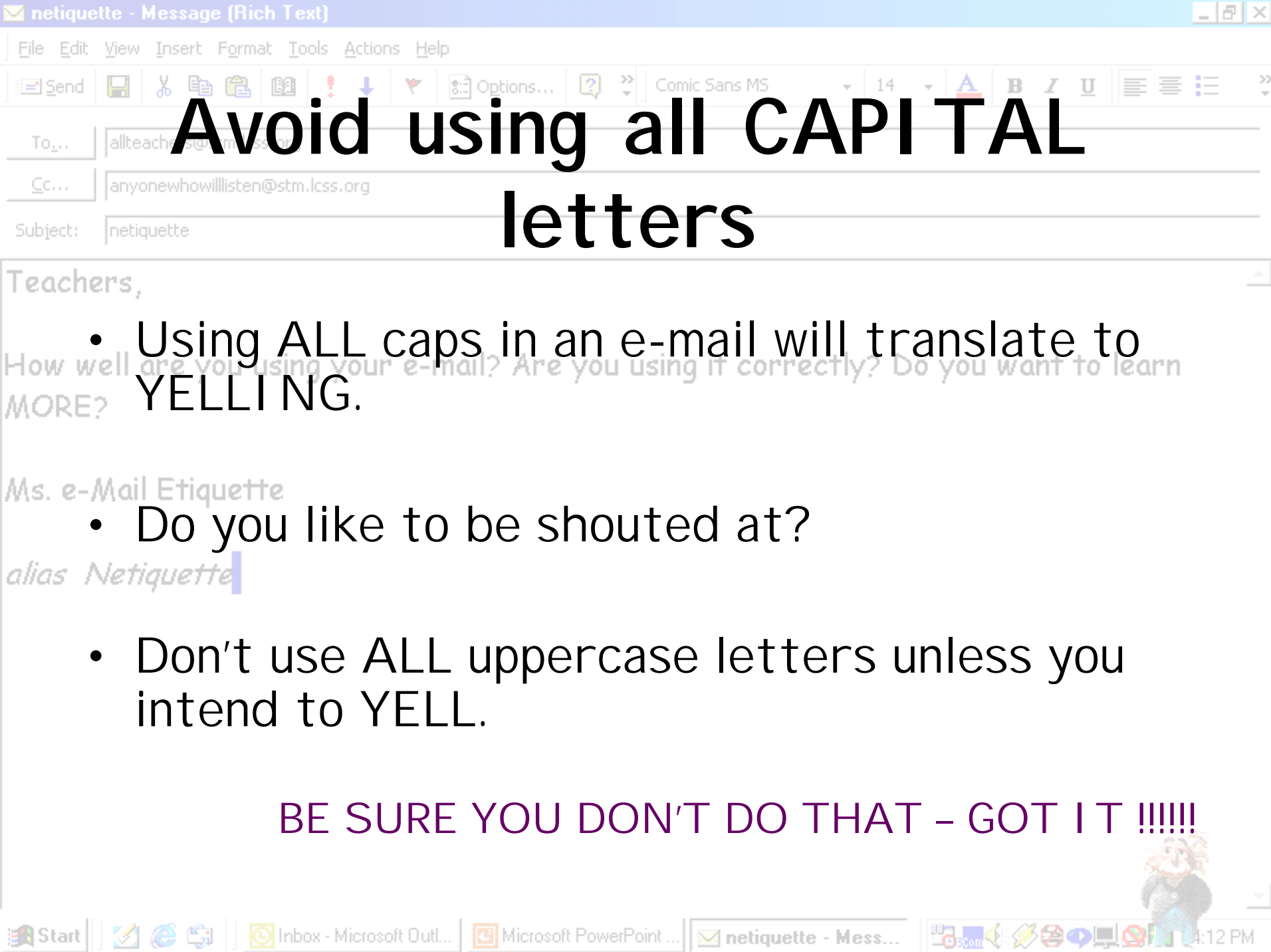
Please be thoughtful ?



Do Not Send, Post, or Publish Offensive Material

- Aggressive outbursts or insults are known as **'FLAMES'** and can carry as much hostility as in spoken words.
- Remember they can come back to haunt you.

Did YOU get that! I DON'T want to tell you again!



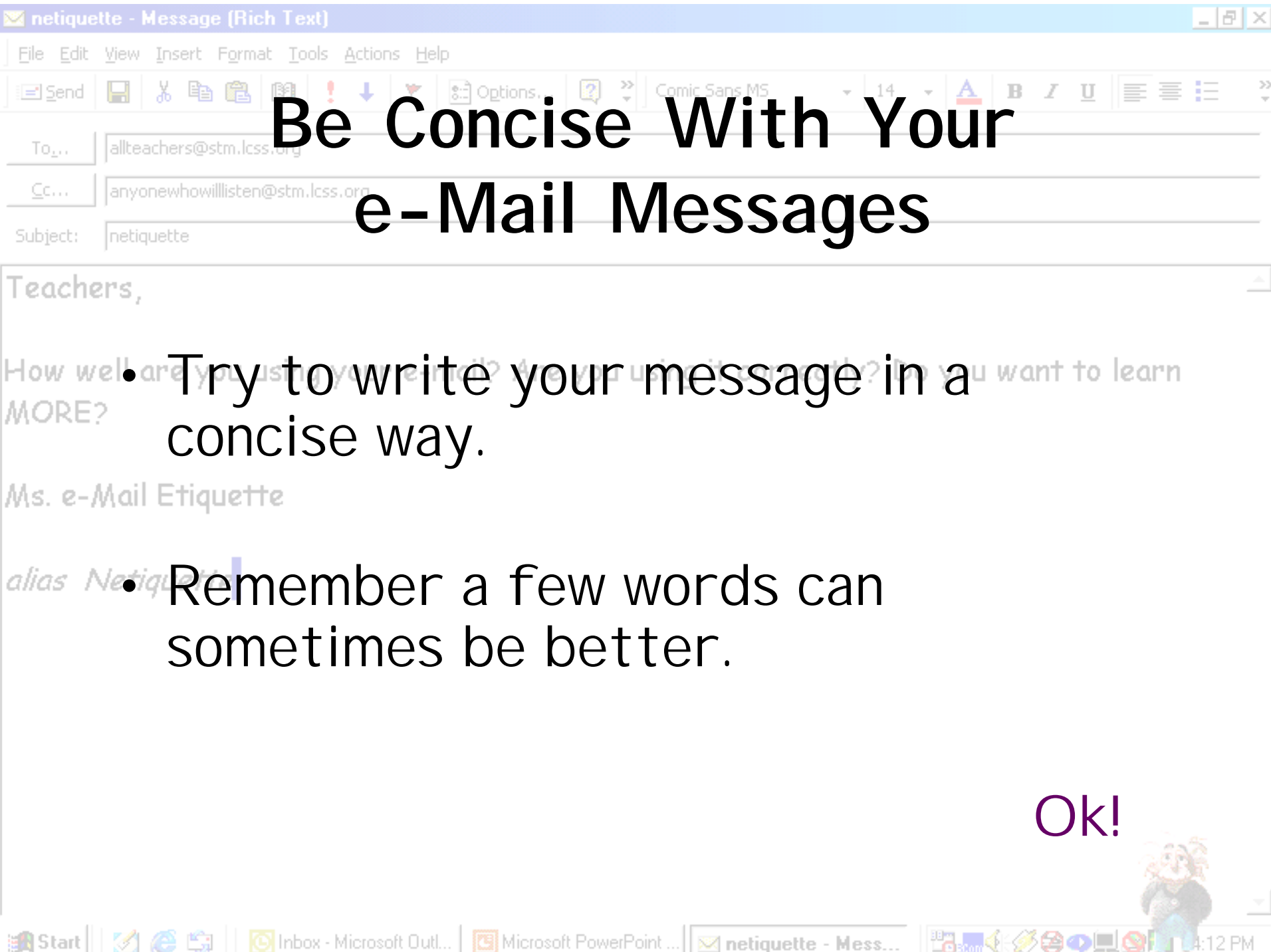
Avoid using all CAPITAL letters

- Using ALL caps in an e-mail will translate to YELLING.

- Do you like to be shouted at?

- Don't use ALL uppercase letters unless you intend to YELL.

BE SURE YOU DON'T DO THAT - GOT IT !!!!!



Be Concise With Your e-Mail Messages

- Try to write your message in a concise way.

- Remember a few words can sometimes be better.

Ok!

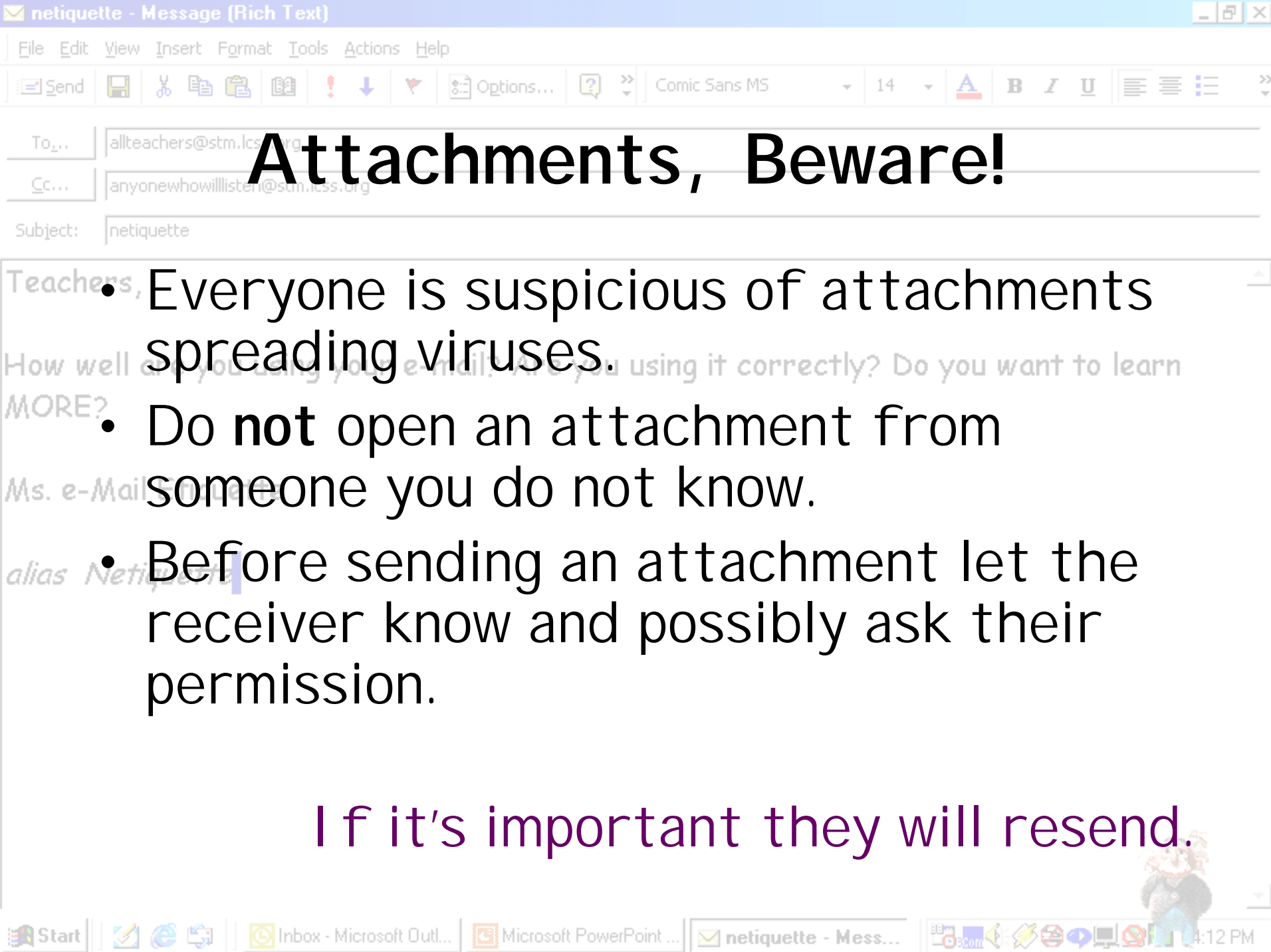


Utilize Relevant Subject Lines in E-mail Message.

- Give the recipient of your message an indicator of the content of your message.
- This helps others to file messages appropriately.
- This also helps to manage their time more efficiently.

Be accurate !

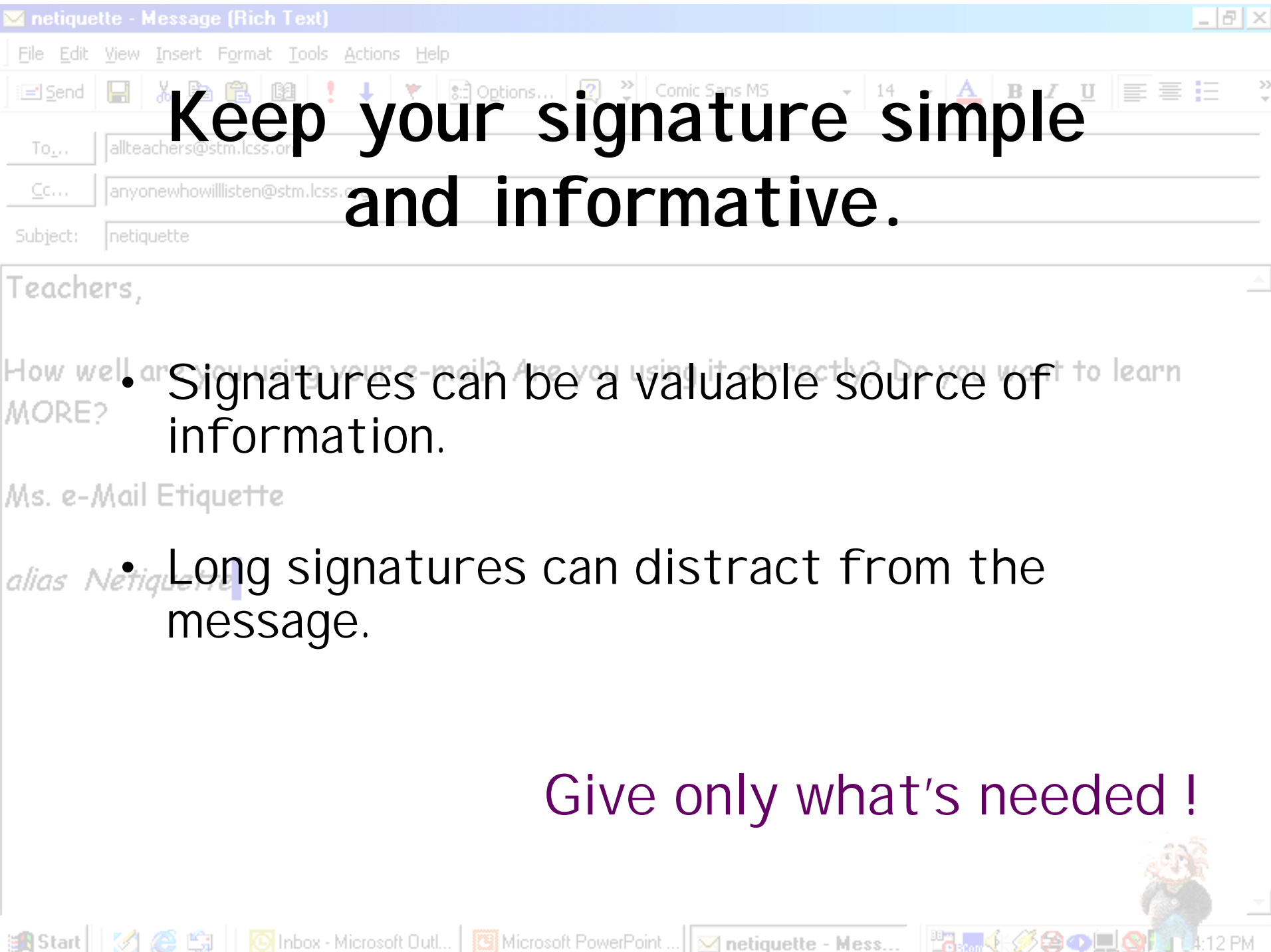




Attachments, Beware!

- Everyone is suspicious of attachments spreading viruses.
- Do **not** open an attachment from someone you do not know.
- Before sending an attachment let the receiver know and possibly ask their permission.

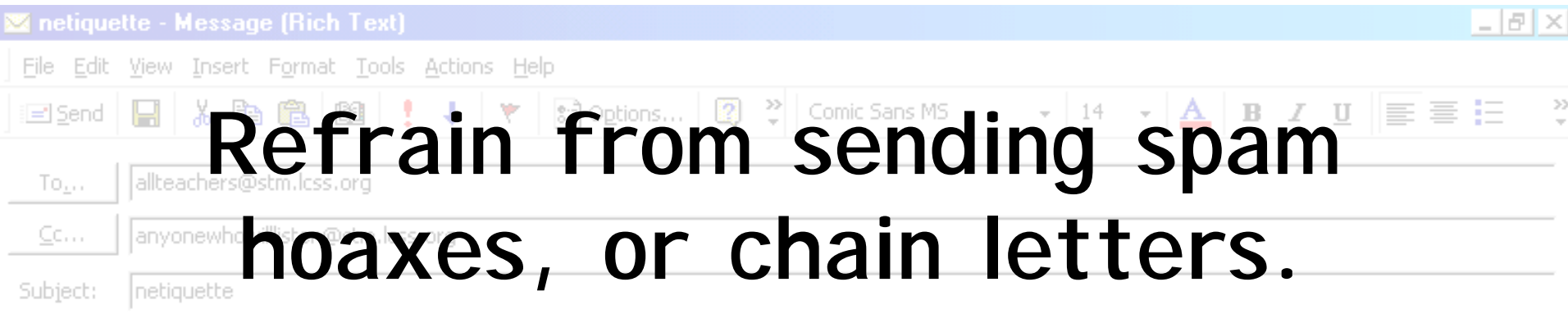
If it's important they will resend.



Keep your signature simple and informative.

- Signatures can be a valuable source of information.
- Long signatures can distract from the message.

Give only what's needed !

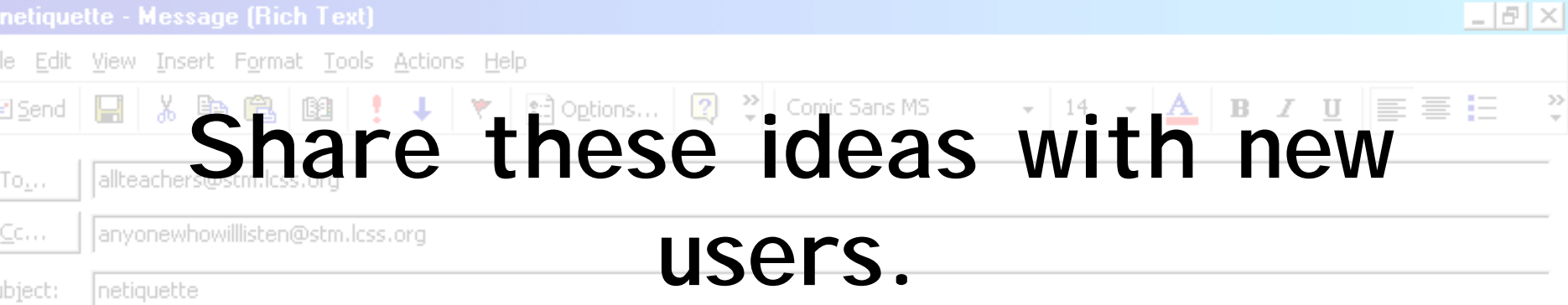


Refrain from sending spam hoaxes, or chain letters.

- This form of message can be annoying to the recipient.
- The repeated forwarding of e-mail can lead to the unwanted spreading of personal information.
- It can be a waste of time for the recipient.

Hesitate before forwarding !





Share these ideas with new users.

If you encounter a new user who is need of a few tips...

s. e-Mail Etiquette

ias Netiquette

...share your netiquette wisdom in a neighborly manner.

Thank you!

