Netiquette

Online Manners for the Electronically Enabled

1. Make sure the words you use online are words you'd be comfortable saying face to face.

2. Avoid using the Internet to convey upset feelings. Do it in person instead. Do not "flame" (abusive or heated email) and avoid "flame wars". If you receive a "flame," ignore it.

3. Type all messages in lowercase letters. Typing in CAPITALS is considered "yelling" online.

4. Respect your own privacy and the privacy of others.

5. Never harass, abuse, or threaten others online.

6. If you disagree with someone, respond to the subject, not the person.

7. Don't spread rumors, gossip, hurtful or discriminatory words about another person.

8. Use good grammar when writing to authority figures.

9. Obey the law.

10. Take care with addressing mail.

11. Clearly identify the purpose of the email in the subject line.

12. Allow time for mail to be received, and replied to, keeping in mind time differences around the world and other people's busy schedules.

13. If you want your mail to be read, don't make it too long unless the receiver is expecting a verbose message. Over 100 lines is considered long.

14. If you are forwarding or re-posting a message, don't change the original wording.

15. Keep your communication to the point.

16. Remember the Internet is a global community, and other people's values and outlook on life may be different from your own. Be tolerant and careful with slang or phrases that may not be understood in another country.

17. Don't assume any Internet communication is completely secure. "Never put in a mail message anything you would not put on a postcard." Likewise, independently verify any suspect mail, as addresses can be forged.

18. When attaching files, don't send any larger than about 5 MB.