

Netiquette

- Think about the consequences of things you write. Do not use a computer to send harmful messages to others. Remember it is a federal offense to send threatening, or harassing e-mail.
- Always remember to proofread your e-mail before sending. E-mail is a digital letter and should be grammatically correct including spelling, punctuation and sentence structure.
- Do not snoop around in other people's files.
- Taking information, or pictures from the Internet without permission, and proper documentation is stealing.
- Copying software you did not pay for is illegal.
- **DO NOT TYPE YOUR E-MAILS IN ALL CAPITAL LETTERS.** Typing in all capital letters makes the person feel as if you are shouting at them. It is also more difficult to read text typed in this way.
- Remember not all information online is true, and some people online pretend to be someone else. Always practice good Internet Safety.