

## Rules of Netiquette

Netiquette is a set of rules for behaving properly online. Something about the Internet makes it easy for people to forget that they are interacting with other real people.

The following 6 bullet points cover some basics when communicating online:

- 1) Be sensitive to the fact that there will be different cultural and linguistic backgrounds, as well as different political and religious beliefs among participants. There will be other general differences as well, therefore, always be respectful.
- 2) Use “good taste” when composing your responses in Discussion Forums. Avoiding swearing and profanity is also part of being sensitive to your peers. Also, keep in mind that “slang” can be misunderstood or misinterpreted and should also be avoided.
- 3) Don’t use all capital letters when composing your responses as this is considered “**shouting**” in the contexts of digital communication and is regarded as impolite or aggressive. It can also be stressful on the eye when trying to read your message.
- 4) Be respectful of others’ views and opinions. Avoid “**flaming**” (publicly attacking or insulting) anyone as this can cause hurt feelings and decrease the chances of getting all different types of points of view included.
- 5) Be careful when using acronyms. If you use an acronym, it is best to spell out its meaning first, then put the acronym in parentheses afterward, for example: Frequently Asked Questions (FAQs). After that you can use the acronym freely throughout your message.
- 6) Always use proper grammar and spelling.
- 7) Avoid using text messaging “shortcuts”.