



Netiquette

There are rules for being polite online too! Here are the top 10 Internet Etiquette (Netiquette) rules for kids to survive the online world.

1 Never type all in capitals. THIS LOOKS LIKE YOU ARE SHOUTING! People will think you are being rude. Stick to normal sentence case when typing emails and messages to anyone.

2 Always speak to others the way you'd like to be spoken to. Don't speak rudely or swear to other people – how would you like it if someone spoke that way to you?

3 Use emoticons like :) or : - (to get your message across. Sometimes what you write on an email or message may be

misunderstood – using emoticons helps with understanding your message. They can also make messages look fun.

4 Be patient – if you are upset about something, wait 10 minutes before you write a message. You might need to calm down and rethink your wording. Remember, once you hit send it has gone into cyberspace forever!

5 Get to the point! Try to keep your emails and messages brief so that the person receiving your message is clear on what you mean to say.

6 Be careful with sending to "Reply All". Do you really want everyone to get this message or only the person who sent it to you?

7 If someone bullies you or writes something bad to you, tell your parents or your teacher.

8 Don't reply to messages from people or email addresses that you don't know. It could be spam or a virus which will crash your computer. Worse still it could be a stranger who might try to hurt you.

9 Don't forget to say "hi" and "bye" – it makes your email friendly.

10 Don't forward chain letters or spam – it only fills up your friends inboxes and might stop them from getting more important information, may carry viruses and can annoy some people.

Good emails

- Address the email to the person you are talking to. If someone else needs to know about it, but they aren't directly involved, put their address in the CC line.
- Always put a subject heading in the subject line. This will encourage people to read your email if it is something they are interested in.
- Think about how you will write your message and read it back to make sure it says what you want it to say.
- Sending an email is like sending a postcard. Along the way, people can look at your message. Don't say anything in an email that you wouldn't want anyone else to read.
- Keep your emails brief and to the point – it will make your email clearer and easier to read.
- Sign off – don't forget to end the email with your name and contact details in case the person you are emailing needs to ask you questions.
- Spell check! Check your spelling and grammar before sending your email – it's frustrating to receive emails that don't make sense.