

68 D REPORT

Internet Etiquette

What kind of Internet user are you? Are you the same kind of person on the Internet as you are when you meet face-to-face with a friend? Do you have respect for other people's time? Do you respect their privacy? Do you abuse the power the Internet gives you?

Rules of the Road

Several informal "rules of the road" are being created as more and more people communicate with one another on the Internet. The rules are called "netiquette." Netiquette covers the dos and don'ts of online communication. It includes the guidelines everyone should follow to be courteous to others. By using the rules, you will help yourself look good and avoid wasting other people's time and energy (What is Email Etiquette? 2008)

Use of Capital Letters

When writing an e-mail message, do not use all caps. Use all caps only to draw the reader's attention to one or several words. Those who use proper netiquette interpret an e-mail message that is keyed in ALL CAPS as "shouting." E-mail spamming is another practice you want to avoid because it wastes other people's time. (Netiquette Basics, 2008)

Chat Rooms

Always become familiar with a chat room before you take part in a discussion. You need to do this to learn the basic rules and the kinds of topics discussed in the chat room. If you cannot discuss the chat room topics openly with your friends or parents, you should stay out of the chat room. (Microsoft, 2006)

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References

Microsoft. "Safety Tips for Chat Rooms." September 8, 2006.

<http://www.microsoft.com/protect/family/activities/chatrooms.mspx> (15 March 2008).

"Netiquette Basics." http://www.livinginternet.com/i/ia_nq_basics.htm#emotion (15 March 2008).

[NetM@nners.com](http://www.netmanners.com). "What is Email Etiquette?" <http://www.netmanners.com> (15 March 2008).