



CyberAngels

A program of Guardian Angels
keeping it safe

Net Etiquette

Net etiquette (also known as cyber etiquette) is a standard or code of conduct designed to enhance your Internet experience and generally smooth the path through cyberspace.

People often behave rather outrageously online - in ways they would never dare in the real offline world. An ordinarily mild mannered person can go online and suddenly begin flaming everyone they come into contact with or behaving in a threatening way because they perceive themselves to be anonymous when online. It is important to understand that you are neither untraceable, nor unaccountable for your actions online.

Keep it Short

Few people enjoy reading lengthy communications on a screen. Keep your messages short and to the point.

Don't Use All Caps

Avoid using all capital letters in e-mail, chat or IM. It conveys shouting and is difficult to read.

Blind Copy

Use the BC function of your e-mail client when sending e-mail to more than one person

Respect Other's Time and Storage Capacity

Do not send large attachments without asking permission. Exercise restraint when choosing signature files.

Subject Lines

In e-mail, make sure the subject lines corresponds with your message.

Learn the Lingo

If you are using IM or chat programs, it helps to know the language. Check out our pages on [Acronyms](#) and [Emoticons](#).

Double-Check Before Forwarding

Because most people online receive a great deal of information, it is important to check the validity of information before forwarding it to others. Urban myths, false alarms, and bogus prizes annoy readers. Verify information at [Snopes.com](#) before sharing with all of your contacts.