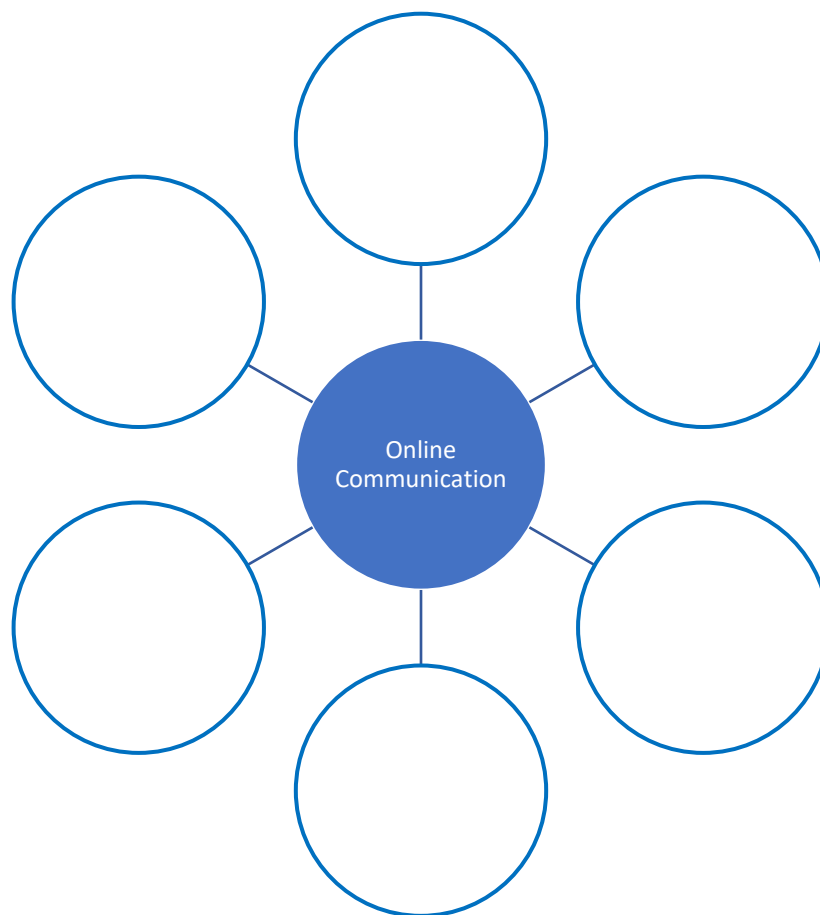


Netiquette: Online Etiquette Basics

What is a netiquette? Netiquette is a term that was created combining the words Internet and Etiquette. Netiquettes are guidelines for courteous communication in the online environment.

It includes proper manners for sending e-mail, conversing online, and so on. Much like traditional etiquette, which provides rules of conduct in social situations, the purpose of netiquette is to help construct and maintain a pleasant, comfortable, and efficient environment for online communication, as well as to avoid placing strain on the system and generating conflict among users.

What are some ways that online communication occurs?



How can netiquette be beneficial?

- _____
- _____
- _____
- _____

Netiquette Basics

1. We are all humans:

2. Respect:

3. Words:

4. Attire & Background:

5. Criticism:



6. Professionalism:

7. Bullying:

8. Sarcasm:

9. CAPITAL Letters:

10. Focus on Quality:



Netiquette Go's and No's

- **Be Brief:** Keep the message to the point, provide context, and do not skimp on details. An ideal length would be between a short single paragraph and (at the most) two paragraphs. A lengthy message will lose its audience.
- **Have a Subject:** Including a concise and clear subject line will get the attention and elicit an appropriate response.
- **Be Yourself:** Write your messages in your own unique style but do not try to pretend to be someone else.
- **Be Professional:** Be careful with the choice of words. Review the message to ensure it may not be misinterpreted.
- **Read It Twice:** Check the message for misspellings, punctuations, and grammatical errors. Many operating systems have these features built into the program.
- **Emoticon & Emojis:** Use emoticons sparingly to enhance the message but do not overuse them.
- **Embrace Diversity and Be Inclusive:** Be polite and respectful of other's rights and privacy in your message. Practice empathy and ensure the message is inclusive of people from diverse backgrounds.
- **Follow your IT policy:** Strictly follow your organization's Information Technology policy on responsible use of Internet to communicate effectively.
- **Do Not Reply All:** Use the Reply All feature with good judgment. Do not include recipients who are not concerned with the message.
- **Do Not use CAPITALS:** Do not capitalize words; this is considered shouting at someone. If your intention is to emphasize, state it clearly.
- **Do Not Send Large Attachments:** Check with the recipients before sending any attachments larger than 5MB. Use alternative storage options like cloud systems, for example, OneDrive.
- **Do Not be a Flame:** Do not create controversies, spread rumors, or slander individuals. Refrain from excessive complaining and annoying others.
- **Forwarding Messages:** Do not forward messages unless you thoroughly read the message and deem it necessary to share.
- **Do Not Abuse the Hashtag:** Use a maximum of two hashtags for social media posts. Make sure that the hashtag is short and has a meaning. #HashtagEtiquette
- **Respect the Law:** Do not commit any unlawful or illegal activities while online.
- **Rule of Thumb:** Do not include any information in a message that a close family member (e.g., parent) would not like to see, hear, or read.





DOs & DON'Ts


From: Debra Smith <debrasmith123@uga.edu>
Sent: Wednesday, March 27, 2019 9:14 AM
To: Sarah James <sarahbethjames@uga.edu>
Subject: ?

HELLO SARAH,

HOW ARE YOU TODAY? I HAVE A QUESTION FOR YOU. CAN WE TALK?
PLEASE CALL ME NOW.

THANKS,
DEBRA

Debra Smith
Administrative Associate

 March 24 at 8:08 PM · 👤

Honestly shout out to my fantastic coworkers who literally picked up my slack today because I felt so nauseous and awful. Literally they did all of the closing work and it is so great to have people whom you enjoy. Especially coworkers who stay just a bit longer so you can take your time.

Apparently I felt so good when I got home and Waffle needed to burn some energy that I trained him while on a walk. He never ceases to amaze me with how calm he has become. He was extremely non bitey and loving his new recall cue. Yep!

👍 1









From: Cary S. White <cswhite@uga.edu>

Sent: Thursday, March 28, 2019 4:20 PM

To: Melissa Jones <melissaj@uga.edu>

Subject: ASAP

Melissa,

We need to talk about your performance ASAP. I bet it is nice to take extra long lunches. Everyone knows your meetings do not last as long as you say they do.

See me NOW!

Cary
Professor

Activities are from the 4-H Tech Changemakers, Lesson Title: Responsible Behavior Guidelines for the Internet: Content Area: Netiquette.
<https://georgia4h.org/programs/focus-areas/agriculture-stem/science-technology-engineering-math/digital-ambassadors/>

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December 1, 2023