The Internet is a quick, easy way to find information and communicate with friends. Because it is so quick, and you don’t see the other person when communicating, it is easy to forget to use good manners. But even if you can’t see the person, they are still there and good manners should still apply!

- Avoid hurting someone’s feelings with email. Because you can’t see the other person, they can’t see your gestures, facial expressions, or hear their tone of voice, and your message could be misunderstood.

- Respect the privacy and rights of other people. If someone tells you something private, keep it private. Don’t take things that don’t belong to you (such as passwords, files, or private information).

- If someone insults you, be calm. Don’t send an angry message back to that person. Ignore their message, or send a polite message back, asking them to explain what they meant (maybe you misunderstood them).

- Be responsible. Don’t send threatening emails, ugly jokes, or use bad language. Don’t spread rumors either.

- Always read the rules before posting to a chat room, forum, or only community chat.

- Punctuation is important, especially since you can’t see the other person. Be sure to check spelling and punctuation marks. NEVER USE ALL CAPS- it means you are shouting at the other person!