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

Communicate Clearly

When communicating electronically, it is important to be brief, but still be nice. There are rules for writing in the Internet World just as there are rules for writing business letters and thank-you notes.

1. Keep it brief. It is fine to use acronyms as long as the person you are writing to will understand them.

2. DON’T SHOUT! Never write in all capital letters—it is considered shouting.

3. Just because it is an email, post, or text doesn't mean that the rule of grammar don't apply. Check your spelling and punctuation before hitting “send.”
Cyberbullying

Bullying of any kind is wrong. Cyber bullying is posting, sending, or even forwarding a harmful, negative, or embarrassing image or text on the internet, social networks, or on cell phones. There are two kinds of cyber bullying: 1. direct (one person bullies another) or 2. cyber bullying by proxy (when others join in the bullying of another person). Cyber bullying is a serious crime and is punishable by law. Consequences may include using your ISP or IM account to serving a term in a juvenile center. There are things you can do to help prevent or even stop cyber bullying:

1. Never reveal your password or PIN for your electronic accounts
2. Don't use your real name or nickname to create your username or email address
3. Never respond to a cyber bully
4. Never send, forward, or share a cruel, negative or harmful message or image.
5. Delete suspicious emails or messages without opening them.
6. Use security settings to block messages from cyber bullies
7. Tell an adult immediately if you or a friend receives a message from a cyber bully
8. Be a leader– step up and tell your friends that cyber bullying is not cool

Cyber Savvy

- How do people express feelings online without using facial expression or tone of voice?
- How can you express your opinion in an online chat room without sounding rude?
- What other ways can you keep yourself safe online?
- How can you use netiquette to be more polite in other situations?