Basic Internet Etiquette

- Never give any personal information.
  Things like your address, phone number, Social Security Number, or credit card can be used to steal your identity and/or your money. This also means don't give your password to anyone. Passwords are intended to protect you, if you tell someone what it is, you’ve lost that protection.

- Take care when posting photos/videos.
  Be careful of not only where you post pictures/videos, but think about the picture’s content. Is this a picture/video you would want your parent or child to see? Would you want a future employer to see this picture/video? Think of the consequences before posting any photo/video. Because once it’s online it’s there forever and millions of people will have access to it. BE CAREFUL!

- Spell check & proof read messages.
  It’s seems simple, but it’s something that’s often forgotten. And can make a big impact on other peoples impression of you.

- Do not write in all capital letters.
  It’s considered SCREAMING. Who wants to read/hear from someone who’s screaming all the time? It’s ok to use a word in all capital letter to EMPHISIZE something; you just want to stay clear of writing everything that way.

- Your accounts and profiles.
  For security purposes you may decide to create a “fake” account, such as an e-mail account. While this is fine, it’s always smart to have accounts for your “true” self. That way you can conduct business and friends and relatives can find and contact you. Just remember, information on the internet is public, so use discretion when creating account profiles.

- Do not send personal insults (Flames).
  Think, before you send. Would you say that to someone’s face? Would you want someone to talk that way to you? Would this be something you want your parents or children to repeat/hear? If you answered no to any of those, then don’t send it. Don’t fall into being a cyber bully.

- Stay away from spam.
  Think of spam as junk mail you get in your mail box. 99% of spam messages are going to be scams either trying to get your personal information or your money. Safest bet is to just delete it. Unless you know who the message is from don’t ever follow any links you may find.

- Shop secure web sites (https://).
  It will not only protect you against identity theft but it’s for your personal financial safety.

- Ignore pop-up windows.
  If one pops up, just close it. Never follow the links, pop ups can have viruses that can lock up your computer or steal your information. Be smart, and just close them.