



DIGITAL CITIZENSHIP



A SIMPLE GUIDE TO SHARING YOUR BEST SELF ONLINE



Your digital footprint is your personal reputation

Promote a positive image of yourself by only posting things online that you would be happy for a parent to see.

Every message needs:

- A clear purpose
- A relevant subject line
- A respectful tone
- A greeting and a signature
- Attention to conventions

EMAIL

Once you send it ...



...it's hard to mend it!

Ask yourself:

- Is it constructive?
- Is it respectful?
- Is my message clear?
- Who really needs this message?

ETIQUETTE

Remember:

- If you can't sign it, don't send it!
- There's no need to SHOUT!
- If you have nothing nice to say, say nothing!

Watch Out:

- Jokes and sarcasm can be misunderstood.
- Be sure you are on topic.
- Emoticons don't always help.

COMMUNICATE KINDLY

PROTECT PRIVATE INFORMATION

BALANCE YOUR TIME ONLINE

THE DIGITAL CITIZENSHIP PLEDGE

GIVE PROPER CREDIT

RESPECT OTHERS' OPINIONS

STAND UP TO CYBER-BULLYING