

RULES OF INTERNET ETIQUETTE
“NETIQUETTE”

- **Be Polite.** Never send, or encourage others to send, abusive messages.
- **Use Appropriate Language.** Remember that you are a representative of not only yourself but also your district on a publicly accessible system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **Privacy.** Remember that revealing your own phone number and address can result in unwanted intrusions of your privacy and should be viewed in the same light as a public listing in a telephone directory. Users shall have no expectation of privacy and understand that the District has the right to monitor and examine all system activities to ensure proper use of the system.
- **Electronic Mail.** Electronic mail (E-Mail) is not guaranteed to be private. Messages relating to or in support of illegal or unethical activities must be reported to the District.
- **Recommended Practices.**

Use accurate and descriptive titles for your articles and subject lines for your e-mail. Tell people what it is about before they read it.

Get the most appropriate audience for your message, not the widest. Avoid posting and bulk mailing of large messages.

Remember that if you post to multiple groups, specify all groups in a single message.

Be brief. Fewer people will bother to read a long message.

Minimize spelling errors and make sure your message is easy to understand and read.

Forgive the spelling and grammatical errors of others.

Remember that humor and satire are very often misinterpreted.

Post only to groups you know.

Cite references for any facts you present.

Keep signatures brief.

Remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts.