

# DIGITAL ETIQUETTE



Digital Etiquette or "Netiquette" is "the electronic standards of conduct or procedure" (Ribble, 2021)

To have responsible behaviour by users of technologies, some rules need to be established in order to have a good use of technology. Some technology users are more comfortable when it comes to using the devices than others, so here are some common rules that have emerged over time.

## 1 Treat others how you want to be treated



Sometimes we tend to forget simple, good manners like this golden rule that also applies to the online world.

## 2 Keep you messages and posts positive and truthful



Sharing or publishing content on the internet is a quick and simple gesture, but we should take into account the message we are sending. We need to check if the message is true or if it is based on a rumour or gossip. Make sure also that it is not mean, sarcastic, negative or rude..

## 3 Double-check your messages or comments before you post or send



Before you send your messages, comments, or emails, take a moment to think about them. You must understand that there is no way to retract your statements once you have sent or posted them. Those words are now documented and can be seen by everyone. You must read over what you're going to write to see if it can be misunderstood or come across incorrectly.

You should be aware that coming off as amusing and snarky online is difficult because the reader cannot see your face or hear your tone of voice. A statement intended to be humorous may not always come across as such.

## 4 Keep your own and your friends personal things off the internet



The internet world is full of images, photos and videos that are just a click away from being shared and spread. This content can be easily manipulated which can alter its truthfulness and purpose.

Tip: Before sharing your own and other people's private information, ask yourself how you would feel if you saw this content spread all over the internet.

### Reflective questions...

Are you aware how you use technology?

Do you know how your use of technology affects the persons around you?

