

When in Cyberspace . . . Netiquette

OBJECTIVES/RATIONALE

Cyberspace has its own culture and set of rules for behaving online - netiquette. The student will demonstrate netiquette.

TEKS: 121.3(c) 2(A-G), 14(A)

TAKS: ELA 1, 4, 6

KEY POINTS

I. Golden rules for cyberspace behavior:

B. Remember the human.

- a. When sitting in front of a keyboard and monitor, we tend to develop a feeling of anonymity, as do those with whom we communicate.
- b. Since you don't see the facial expressions and hear the tone of voice that accompanies written communication, messages often are misinterpreted.
- c. People sometimes say and do things online that they would never do during face-to-face encounters.
- d. When writing an online message, ask yourself, *Would I say this to someone's face?*

B. Never say anything that could come back to haunt you.

- a. Tempted to participate in online gossip? How about a scathing message to someone whose has offended you? This is called "flaming". **DON'T DO IT!** Your words could come back to haunt you.
 1. Flaming" is an emotional response used when individuals want to convey strongly held beliefs and opinions
 2. Although flaming in and of itself not considered a breach of netiquette, perpetuating flame wars is.
- b. Remember written messages do not dissipate in cyberspace, they are stored and may be forwarded to others.

C. quality of your writing is important

- a. pay attention to grammar
- b. write clear and logical statements

D. Be tolerant of Internet mistakes - When someone makes a spelling error, asks a question you perceive as stupid, or offers a pointlessly long answer, be considerate.

E. Corresponding in all caps

- a. **Never** type in all capital letters when you correspond, it is equivalent to SHOUTING.
- b. Studies have demonstrated that typing in all caps is difficult to read.

F. Lower case typing - Never use all lower case

G. Spamming—the practice of sending duplicate pieces of mail to a wide variety of email addresses.

- a. Spamming is considered to be bad netiquette.
- b. It tends to be bothersome and generates response mail, which fills mailing lists with extraneous material.

H. Chain letters

- a. Chain letters are basically a way to get someone else to spam for you. They are annoying and rude.
- b. In many places chain letters are illegal and have led to individuals losing net access.

I. Line Spacing

- a. It is proper decorum to make online communication as readable as possible.

- b. Email is much easier to read when there are line breaks between paragraphs.
 - J. Line Width - Most email is automatically wrapped to 80 characters/line (or less)
 - K. Never forward any jokes or irrelevant emails to family or friends without their permission. - These supposed “humorous” emails offend people who do not share your sense of humor or who are weary of having those irrelevant emails forwarded to them.
 - L. Return Receipt Request (RR)
 - a. Do not use the Return Receipt Request (RR) for each and every personal email you send simply because you like "knowing" when someone opens your mail.
 - b. This feature can be annoying and intrusive for the recipient.
 - M. When you receive a nasty email . . .
 - a. Do not respond immediately, if at all.
 - c. If you don’t feel that you can respond in a professional, diplomatic way, simply delete the email.
 - N. Always minimize, compress or "zip" large files before sending.
 - a. Graphics and/or photo files are large enough to fill someone's email box.
 - b. This can cause their other mail to bounce.
 - c. Visit <http://www.winzip.com/> to find down loads for zipping files.
 - O. Replying to email
 - a. It is proper netiquette to reply to all your email in a timely fashion.
 - b. Edit out unimportant parts of email you are responding to and respond point by point.
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- I. Email one another a question pertaining to a current health care issue. Using proper netiquette, respond to question. **Teacher Note** Have the students printout initial email and response.
 - II. Create “netiquette-no-no” scenarios and present them to the class.
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MATERIALS NEEDED

Access to computers
<http://www.albion.com/netiquette/netiquiz.html> (online Quiz)

Successful completion of online Netiquette Quiz: <http://www.albion.com/netiquette/netiquiz.html>

For reinforcement, the student will check their emails and bring in examples of those where a breach of netiquette took place.

For enrichment, the student will create a poster with a slogan on netiquette.
(Examples: Stamp out Bad Netiquette!, Got Netiquette?, Mind Your Netiquette.)

REFLECTIONS
