



The Core Rules of Netiquette

Excerpted from the book *Netiquette* by Virginia Shea*:

Rule 1: Remember the Human.

Rule 2: Adhere to the same standards of behavior online that you follow in real life.

Rule 3: Know where you are in cyberspace.

Rule 4: Respect other people's time and bandwidth.

Rule 5: Make yourself look good online.

Rule 6: Share expert knowledge.

Rule 7: Help keep flame wars under control.

Rule 8: Respect other people's privacy.

Rule 9: Don't abuse your power.

Rule 10: Be forgiving of other people's mistakes.

Be Professional: Digital Communication Courtesies

-by Susan Poirier*

"Being professional is an action. It is a choice. In business and life, there are plain and simple human courtesies that should be extended to everyone. It shouldn't matter who initiated the contact but when you choose to no longer engage or ignore any form of correspondence, you are no longer *being* professional."

*From *Be Professional: Digital Communication Courtesies*. (n.d.). Retrieved April 05, 2018 from <http://www.albion.com/netiquette/corerules.html>

Digital Courtesy on Internet

Do you know the digital courtesy tips to help you shine online? This list of tips will help you think and points out how to be personally and professionally mindful of your digital courtesy with others.

- **Look up.** Put the mobile device down and look your friends and family members in the eye. Focus on the real people around you, not the screen in your hand, as you're having a real-life conversation.
- **Turn it off.** Silence or turn off your device when the event calls for it. The movie theater, church, classroom, business meeting, job interview, and night out are all places you should silence your device to prevent creating a disruption.
- **Refrain from texting.** Another person or group is expecting your undivided attention. It's incredibly rude to bury your nose in your phone and text someone who isn't there in person. And it's rude to text with someone across the room, gossiping about other people around you, laughing softly, and exchanging significant glances.
- **Take it outside.** A loud cell phone conversation in a public area is inconsiderate. If the setting allows it, one should step outside to finish the chat or call the person back.
- **Keep the sound off.** When waiting for service, one may want to use her mobile device to pass the time. However, it's incredibly rude to have volume up. If you can't view the screen without sound, hook up your ear buds—courtesy dictates you mute the sound.
- **Don't walk/drive and text at the same time.** Sooner or later, you'll bump into another pedestrian, lamppost, or a vehicle. It's not just for the sake of common courtesy; it's for the safety of yourself and others.
- **Think twice, post once.** Do you really think your friend would appreciate it if you posted an embarrassing video or text? Or have you checked the truth or validity before reposting information? Whether you're commenting on someone's post or writing your own status update, remember to think twice and post once.

Golden Rule of Communication

Practice the Golden Rule when communicating electronically, whether through email, instant message, discussion post, text, or some other method. "Do unto others as you would have others do unto you." Real people deserve respectful communication. Before you press "send" or "submit," read your written words one more time. Ask yourself, "Would I be fine with this if someone else had posted it?"

See this great resource for more communication ideas: [2016 DKG Guidelines For Chapter Communications and Publicity Committee Chairs](#)

