

# Etiquette and rule

[Technology](#), [Internet](#)



In today's modern era we are surrounded by technology all over the place. This technology is constantly being improved everyday. One of the most widely used technologies in the world is the computer. Almost everything can be done on the computer these days. There are a lot of rules people need to follow on the Internet and they can all be categorized under Netiquette. Netiquette is really just a set of rules to follow in order to behave properly online. It is extremely important to know how to behave online because it can affect you in the real world as well. There are many rules in Netiquette. One of the main sets of rules is called the Ten Core Rules of Netiquette. These rules help a person be who they really are online and in reality.

The first rule in this set is spell check. Whenever you are communicating with someone online it is always important to spell check and proofread. Errors and misspelling can make you look less professional and it can also reduce the meaning of the message. The second rule is to never use "ALL CAPS". This is because when somebody uses all caps online it is considered that you are shouting at them. The recipient of the message can take this the wrong way and get offended. The third rule of the ten states, "Tell the truth". Basically what this means is to be honest on social networking websites and to not write anything but the truth. Lies can cause problems for you, so it is just better to tell the truth to begin with. The fourth rule states "Be yourself" which means be the same person online that you would be in the real world. Do not say or do things that you would not normally do. Pretending to be someone you are not online can ruin your image. The fifth

rule in this set is Do not flame or respond to flames. You should not do this because it is uncivilized and a flame is an insult.

Continuing with the ten core rules, the sixth rule is to not click on any spam or send any spam. These pop ups and spam can lead to malware, viruses, and malware. These viruses can damage your computer software and slow down the performance. The seventh rule of the code is to be conservative in the emails you send. This is because it is better to have quality over quantity; it is better to get straight to the point. The eight rule also has to do with email. This rule is to not send email late at night. If you send a email late at night it might make the employer or recipient wonder what you are doing up that late. The ninth rule is to shop on secure websites. This is important because you do not want to disclose any personal information on the Internet. Lastly the tenth rule of this code is to always be discreet with what you do online. This can include making profiles, posting comments and sending messages. You never know who is watching and what can be on the line.

Of course you must exercise these rules more when you are not using your own computer. For example if you are using a school laptop and you cannot log into your personal accounts, because if you forget to sign out somebody can send all sorts of things out and create a bad image of you. Additionally when you use someone else's computer or laptop, you have to avoid going to websites that have too many pop up links or follow up any spam. The reason to this is because it can lead to viruses, which will not content the owner of the computer or laptop. Some people think that once they delete something off the Internet it is gone forever. Well they are wrong because

nothing you do on the Internet is private or gone forever. Once you send a message there is no way off getting it back, The person reading the message can save your email or can also forward it to others. This is why writing appropriate and not offensive are one of the important rules to follow as well.

There are many reasons why it is important to communicate appropriately online. The reason why is because it shows the reader you are serious and it also gives them a clue of what kind of person you are.. The reader can automatically tell what kind of person you are once you send them your email by the way you talk in the email. You have to be as clear and to the point as possible to avoid any conflict and keep your job.

I have seen many situations in where there was good etiquette and bad etiquette used. One example of good netiquette that I have see was when my dad was going to buy something online he made sure that every website had the secure check on it. This helped to protect personal information while checking out. One example of bad netiquette that I have seen was when a student from my old school was emailing a teacher and he was using slang in the message. This was unprofessional and I told him to fix it before he sent it.

Overall when you are using the Internet there are a lot of rules to follow so that you don't look unprofessional. These netiquette rules help many people be themselves online and also help a lot of people keep their jobs.