

## Unit 9.3 Net Etiquettes

Internet is an indelible tool in our day to day working and lifestyle now. But we should abide by the following guidelines for a meaningful and ethical net browsing -

1. Avoid plagiarism. Someone spent a long time coming up with their content. When you borrow something from someone, give them the credit. Site their name or their site. Give the site when you have gotten your information.
2. Use proper quotes and always use the whole quote. Don't take quotes out of context and don't be selective about which part of the quote you want to use.
3. Don't gossip and keep personal information personal. Don't tell stories that you don't know for a fact to be true. And often, just because it's true, doesn't mean that it needs to be repeated.
4. Don't steal those photographs off the web even if they are a perfect fit for what you need. Chances are they are copyrighted and someone spent a long time putting that together. Get permission and give credit where credit is due.
5. Watch your language. No slangs or obscenity please.
6. Be patient with internet newbies. Know that they are just learning like you did once upon a time.
7. No spamming. Remember that spam is unwanted electronic messages or sending the same electronic message over and over. This can get you in a lot of trouble on some sites and as a general rule it just irritates everyone else.
8. Avoid overuse of emoticons. You know... those cute little smiley faces. They really lose their cuteness when overused and tend to irritate people.
9. Avoid using internet for personal interests while in office.
10. Avoid browsing websites/content banned or restricted by your organization as this may lead to embarrassment and the termination of the job.