



This issue we focus on Digital Etiquette - more commonly referred to as:

NETIQUETTE

THE GOLDEN RULE OF DIGITAL CITIZENSHIP

AS IN ALL OTHER ASPECTS OF LIFE, TREAT OTHERS ONLINE AS YOU WOULD LIKE TO BE TREATED. DO NOT SAY ANYTHING ONLINE THAT YOU WOULD NOT SAY IN PERSON.



BE SCHOLARLY

Use proper language, grammar, and spelling. Credit ideas of others. Cite and link to scholarly web resources.



BE POLITE

Address others by name or appropriate title, and be mindful of your tone. Be as polite as you would in a face-to-face situation.



BE PROFESSIONAL

Represent yourself well at all times. Be truthful, accurate, and run a final spell check. Limit the use of emoticons, icons, or stickers.



BE RESPECTFUL

Respect privacy. Respect diversity and opinions that differ from your own. Communicate tactfully, and base your disagreements on solid scholarly ideas or research evidence.

THINGS TO AVOID (LIKE THE PLAGUE)



AVOID misinforming others when you may not know the answer. State clearly that you do not have all the information.



AVOID using sarcasm, being rude, or writing in all capital letters (shouting). Written words lack facial expressions, body language, and tone of voice which can lead to misunderstandings.



AVOID using profanity or participating in hostile interactions (flaming - see below).



AVOID sharing another person's professional or personal information (especially without their permission).



Flaming is a hostile and insulting interaction between persons over the internet. It can also be the swapping of insults back and forth or with many people teaming up on a single victim.



TAKE YOUR TIME: Take a Break, or Count to Ten before responding to a message that makes you angry. If you must vent your feelings, write it out but don't send it.



PROTECTING YOUR DIGITAL REPUTATION



Your digital reputation is defined by your behaviors in the online environment and by the content you post about yourself and others. Tagged photos, blog posts and social networking interactions will all shape how you are perceived by others online and offline, both now and in the future.

What do I need to know?

- Once information makes its way online it can be difficult to remove and can be easily and quickly shared around without your knowledge.
- Images and words can be misinterpreted and altered as they are passed around.
- Content intended for your small group of friends can cause issues when shared with others outside the group.
- You need to consider how you manage both your messages and images and those of others.
- Your privacy settings on social media sites need to be managed in order to protect your digital reputation.

Protecting your digital reputation

- Stop and think about any content before you post or send.
- Treat others online as you would like to be treated.
- Set your profile to private - and check every now and then to make sure the settings haven't changed.
- Keep an eye on photos tagged by your friends and remove ones that are offensive.

Remember your online information could be there forever and your personal information may end up being seen by people you don't know, including potential employers.

Can you clean up a digital reputation?

- Cleaning up your digital reputation can be a difficult task but it is not impossible. You may not be able to erase the past, but you can build a better image of yourself online over time. There are thousands of online articles that can provide you with excellent guidance on how to go about cleaning up your digital reputation.

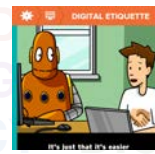
Did you know that..

35% of college admission officers reported accessing the social media sites of potential students, and 16% found information that harmed an applicant's chances.	51% hiring managers who use social media to screen applicants reported that they did not hire a candidate based on information they found online
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Employers did not hire candidates when they found the following pieces of content:

46% found provocative or inappropriate photographs
40% found information related to drinking and drug use
34% found bad-mouthing a co-worker or former place of employment
30% found poor communication skills
29% found discriminatory comments

Source: <https://cyberbullying.org/the-importance-of-your-digital-reputation>



BRAINPOP GAMES & VIDEOS

BRAINPOP has some nice games, videos and interaction materials to use with digital etiquette.

Visit <https://www.brainpop.com/technology/digitalcitizenship/digitaletiquette/>

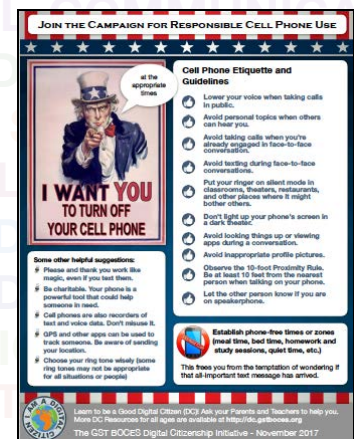
REGARDING SOCIAL MEDIA USE

It's okay to ...

- ... ignore a friend request
- ... untag yourself from a photo or ask someone to remove a photo of you from their account
- ... delete a friend's comment on your page
- ... unfriend someone whose presence on your page makes you uncomfortable
- ... ignore quizzes, groups, games, and widely marketed event requests
- ... use privacy settings to restrict access to your page

Remember: It's your account you don't have to display any info that doesn't represent you.

GET THIS MONTH'S DOWNLOADABLE RESOURCE



This month you can download a printable PDF poster about proper Cell Phone Use and Etiquette

We hope you enjoy it.

<http://go.gstboces.org/dc-171101>

