

Basic Netiquette

Introduction

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. The user is ultimately responsible for his/her actions in accessing network services.

As a user of the network you may be allowed to access other networks and or the computer systems attached to those networks. Remember that the fact that a user "can" perform a particular action does not imply that they "should" take that action.

Basic Electronic Communications (applicable to e-mail, mailing lists, usenet, etc.)

1. Keep paragraphs and messages short and to the point because many Internet users receive lots of email.
2. Focus on one subject per message. Use subject lines to give readers an idea of what the message is about.
3. Be careful what you say about others. E-mail is easily forwarded.
4. Cite all quotes, references and sources.
5. Limit line length.
6. Include your signature at the bottom of E-Mail messages. Your signature footer should include your name, position, affiliation and Internet address and should not exceed more than 4 lines.
7. Capitalize words only to highlight an important point or to distinguish a title or heading. *Asterisks* surrounding a word also can be used to make a stronger point. Don't type in all capitals UNLESS YOU WANT TO SHOUT AT SOMEONE!!
8. Use extreme discretion when forwarding mail to group addresses or distribution lists. It's preferable to reference the source of a document and provide instructions on how to obtain a copy.
9. It is considered extremely rude to forward personal e-mail to mailing lists without the original author's permission.
10. Be careful when using sarcasm and humor. Without face to face communications your joke may be viewed as criticism.
11. When quoting another person, edit out whatever isn't directly applicable to your reply. Including the entire article will annoy those reading it.
12. Abbreviate when possible:
 - IMHO In my humble /honest opinion
 - FYI For your information
 - BTW By the way
 - Flame antagonistic criticism
 - :-) happy face for humor
 - :-(frowning smile. User did not like that last statement or is upset or depressed about something

Electronic Mail Netiquette

1. Check E-Mail daily and remain within your limited disk quota.
2. Delete unwanted messages immediately as they take up disk storage space.
3. Keep messages remaining in your electronic mailbox to a minimum.
4. Mail messages can be downloaded or extracted to files then to disks for future reference.
5. Never assume your E-mail is private. Never send or keep anything that you would not mind seeing on the evening news.

Telnet Protocol

1. Many telnet services (services which allow you to log into another computer) have documentation files available online (or via ftp). Download and review instructions locally as opposed to tying up ports trying to figure out the system.
2. Be courteous to other users wishing to seek information or the institution might revoke Telnet access; remain only on the system long enough to get your information, then exit off the system.
3. Screen capture data or information should be downloaded to disks.