

## Basic Internet and Social Media Tips

All of us use the Internet and sometimes it is easy to forget that there are real people on the other end. Here are a few guidelines to remember when using Social Media Platforms and Internet Sites:

### General communication:

- **Remember, anything you post will be there to stay.**
- **Keep in mind that current and future employers, friends, associates might look up your internet and social media footprint – avoid posting anything negative or extreme.**
- Always be polite and courteous – remember, people can't see you in person.
- Be precise and clear in your wording to avoid misunderstandings.
- Treat people the way you want to be treated.
- Only say things you would say to them in person- face to face.
- Always be truthful.
- Pictures and videos should be appropriate – and be ok to be seen by anybody.

### Read before post:

- Do NOT post anything you might regret later.
- Do NOT post anything you would not want the world to see.
- Assume everybody can see everything you post.
- STOP, WAIT and consider before you hit “reply” or “send” on a post.
- RE-READ your comment or post, walk away and come back and read it again – if you like your post hit “send”.

### Pay attention to the tone of your post/ text:

- Avoid negative comments, bad jokes, sarcasm or gossip.
- Consider other people's feelings, AVOID hurting peoples feeling and/or cyber bullying.
- Think how your post, comment would make you feel if someone sent it to you.

### Privacy

- ALWAYS protect your personal information
- Assume internet communication information is visible to anybody
- Stay Away from posting personal information including phone number, address, social security number, driver's license information, etc.

### Communication

- Write clear and complete sentences.
- Keep your message to the point.
- Use spell-check before sending any message.
- Use upper- and lowercase lettering. ALL capital letter messages give a negative impression and is taken as shouting.
- Limit abbreviations.

### Other Notes

- Follow and observe all rules and guidelines set by whatever social media platform you are using (including but not limited to forum, blogs, discussion groups, etc.).
- When writing a text consider copyright laws – always cite your source and add the link to their website to your paper.
- Do not copy other people's work and use it as your own.

***Please remember – what you post on the internet is there to stay and for everybody to see. Always use caution, manners and THINK before you hit “enter”!***