

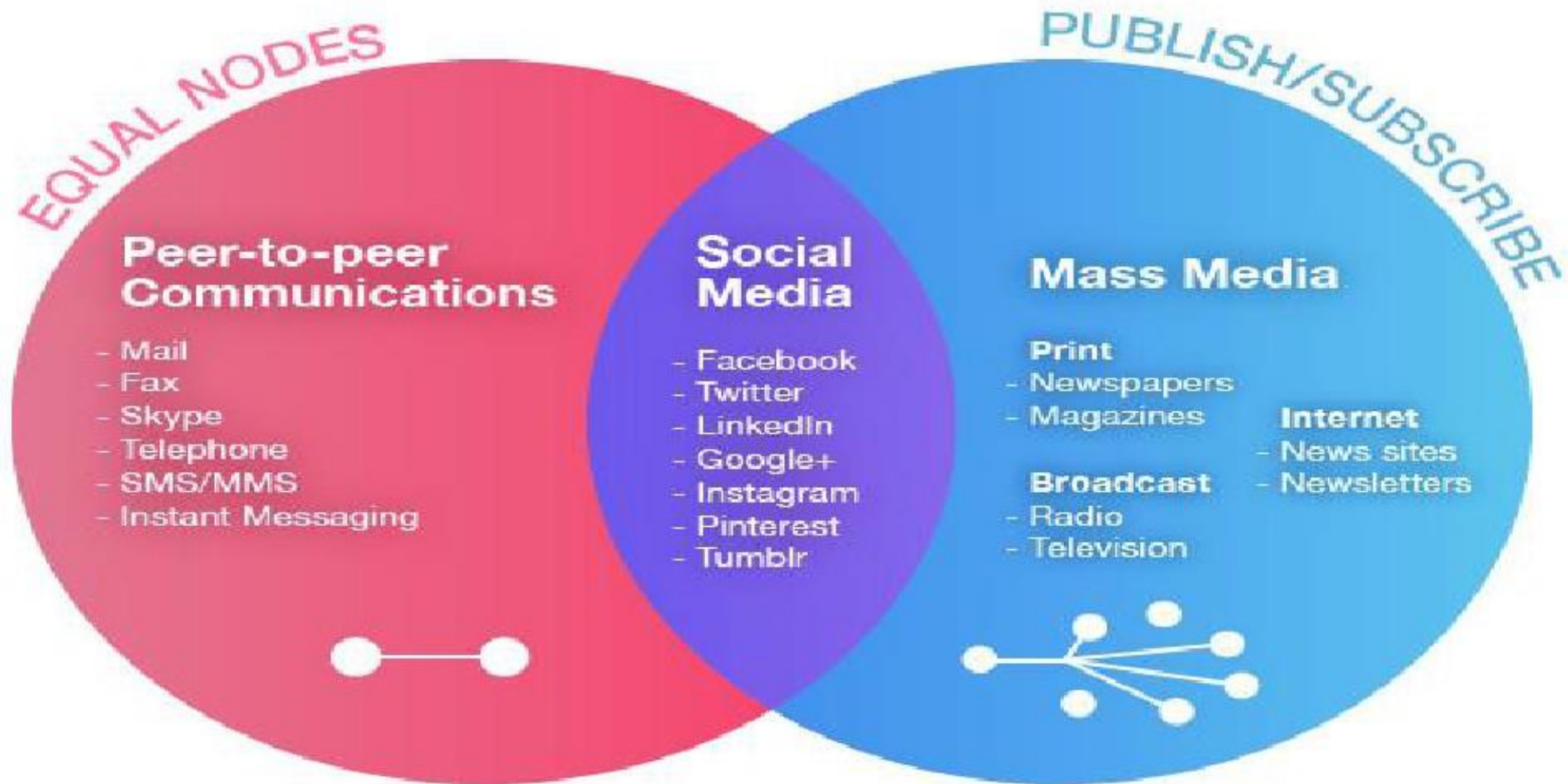
WEEK-5

INTERNET COMMUNICATION ETHICS: NETIQUETTE

(Facebook, Twitter, Instagram, WhatsApp, LinkedIn, Youtube, Telegram, Wechat, “Gmail”)

Dr Eric Opoku Osei

Online Communication Ethics (NETIQUETTE Review)



List Of Social Media

- 1. Form a group of 15-members**
- 2. Choose one communication platform (Peer-to-peer OR social media)**
- 3. Outline ethical and unethical behaviour from experience and observation**
- 4. Present your findings in class and**
- 5. Upload on Vclass later**

Common Communication Rules: Netiquettes

To govern the behaviour of Internet users, rules and regulations have been put in place and internet users are expected to obey them when using the internet.

These rules and regulations are called internet etiquette or netiquettes

Netiquette are not laws

The rules of Netiquette are not "laws" in the sense that someone will come after you if you don't follow them. They are guidelines that help avoid mistakes and misunderstandings

These netiquettes help us communicate better on the internet.

Examples of Netiquette

Users should desist from:

- Visiting pornographic sites.
- Stealing of closed source software.
- Things that could affect the privacy of other people
- Asking for money.

Examples of Netiquette

Liveware (end-user) is responsible for checking the copyright or licensing agreements of the files they download.

Always identify yourself.

Threatening and insulting e-mails are bad and in many countries can lead to arrest.

E-MAIL: Netiquette

Always assume that mail on the Internet is not private and that anyone may read what you write.

Credit copyrighted material to its creator before reproducing.

Provide reference if you paraphrase wordings of what someone else has written.

E-MAIL: Netiquette

Never send chain letters (i.e. excessive forwards).

Always know to whom you are sending a message to.

Keep in mind that people you are writing may be half way around the globe when you send the message.

E-MAIL: Netiquette

UPPER CASE (CAPS) LOOKS AS IF YOU'RE SHOUTING.

Use smiley faces to indicate tone of voice, but use them sparingly.

Always include an appropriate subject header in each message.

E-MAIL: Netiquette

Read and Re-Read your message before sending it.

Keep Emails Short ~ Long messages take time and money to read.

Be careful of SCAM and SPAM messages so people don't steal your password, money, etc.

Fighting Spam

Mail Abuse Prevention System (MAPS *fights SPAM*)

MAPS is a California-based not-for-profit organization dedicated to reducing the flow of spam through the Internet.

MAPS maintains a Real-time Blackhole List (RBL), a list of networks that either forward spam or allow spam to be created, and it makes this list available to third parties.

Network administrators can make use of the RBL to protect their mail relays from being used by spammers. When a mail relay receives an incoming mail message from an untrusted host, it can make a DNS (Domain Name System) query against the RBL. If the result of the query indicates the host is on the RBL, the mail relay can reject the email, bouncing it back to the sender.

E-MAIL: Netiquette

Do not sign up for 'Free' things or advertisements you see on-line

Talk about one subject per email. Ask before sending attachments

Punctuation and spelling matters. Pictures should be 100kB or smaller.

E-MAIL: Netiquette

If you don't know how to say good-bye at the end of an email, there's one thing that will almost always be appropriate. “Thanks”

http://email.about.com/od/emailnetiquette/tp/core_netiquette.htm

THANK YOU