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**1.5**

Inappropriate behaviour

Inappropriate behaviour refers to how a person conducts their communication with other’s whilst on-line, there is a procedure that applies to everyone who uses the internet, that requires users to show respect for their fellow internet user’s and write and speak to people how you would expect that to address you.

## *Netiquette*

Netiquette is the relies on the same rules as etiquette, meaning to show respect to others, when conversing in the real world, by using bad netiquette, you can damage your reputation in your on-line relationships. Examples are; (kj, Basic Netiquette Rules, 2022)

* *Prioritizing your audience- be attentive and be constructive during communications*
  + Using mobile phones whilst someone is speaking
  + Not listening to someone addressing you
  + Ignoring a person’s view
* Respectful language
  + Name calling, cursing, offensive opinions, bias, unconscious bias- are examples of bad netiquette, and should be monitored before you commit these languages
  + Using social media sites, [forums, chat rooms, teams, zoom, adobe connect, etc], users should be aware that your on-line footprint can be traced back to you
  + Verbal abuse- can get you barred from social media sites
  + The vocabulary of your communication, - shouting, swearing, is unacceptable
* Discretion
  + Do not send naked pictures, post pictures of drug use, regarding your private life
  + Any images you send, be aware that you would be prepared to receive the same content yourself
  + When speaking in public, do not speak loudly so others can hear you, you may disclose private information about your security
  + Be aware of identity theft, - hackers can build a profile of your persona from tracking your on-line activities
* On-line video meetings
  + Check audio equipment prior to a meeting, to ensure you are fully engaged during the meeting
  + Create an acceptable background, on TV, people seem to favour bookcases!
  + Use a professional screen name, not nicknames or offensive names
  + Mute yourself when not speaking
  + Try not to interrupt others when they are addressing the meeting
* Respect others privacy
  + Don’t forward emails received, unless agreed with the writer beforehand
  + Some people want their e-mail addresses kept private, so be aware what is included in your work when forwarding
  + Ensure photos and videos sent to you, are not unintentionally forwarded

## Pop-up’s

Pop-ups are a form of on-line advertising, usually a small window with an advertisement that reflects your recent searches you have committed to, these are tracked by servers. (kj, Pop-up ad, 2022)

To rid yourself of these annoying and unwanted features, you need to turn off Pop-ups and redirects in the permissions settings.

## Unwanted e-mails

Known as ‘spam’, these normally show up in your email junk folder, sent by uninvited advertisers, who have received your email address from another source, i.e. a purchase where you have left your email address and it has been passed on as part of marketing process between companies, you can opt out of this type of tracking, by writing to the company via email asking them not to forward your privacy details.

## Potential malware

Do not download sites from someone who has cold called you, or from unknown emails, there is a possibility that the sites might contain malware and viruses, that can harm your computer and read your files, it advisable to ensure you are protected with a security application such as

* Norton
* MacAfee
* Kaspersky

## Reporting inappropriate behaviour

When you discover items of inappropriate behaviour, you can report this abuse to the provider of the application and ask them to remove hate filled or over sexualised content. There are on-line sites, funded by the police that can help identify and prosecute offenders, sites such as;

* True vision
* Dashboard-Active fraud

# Bibliography

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