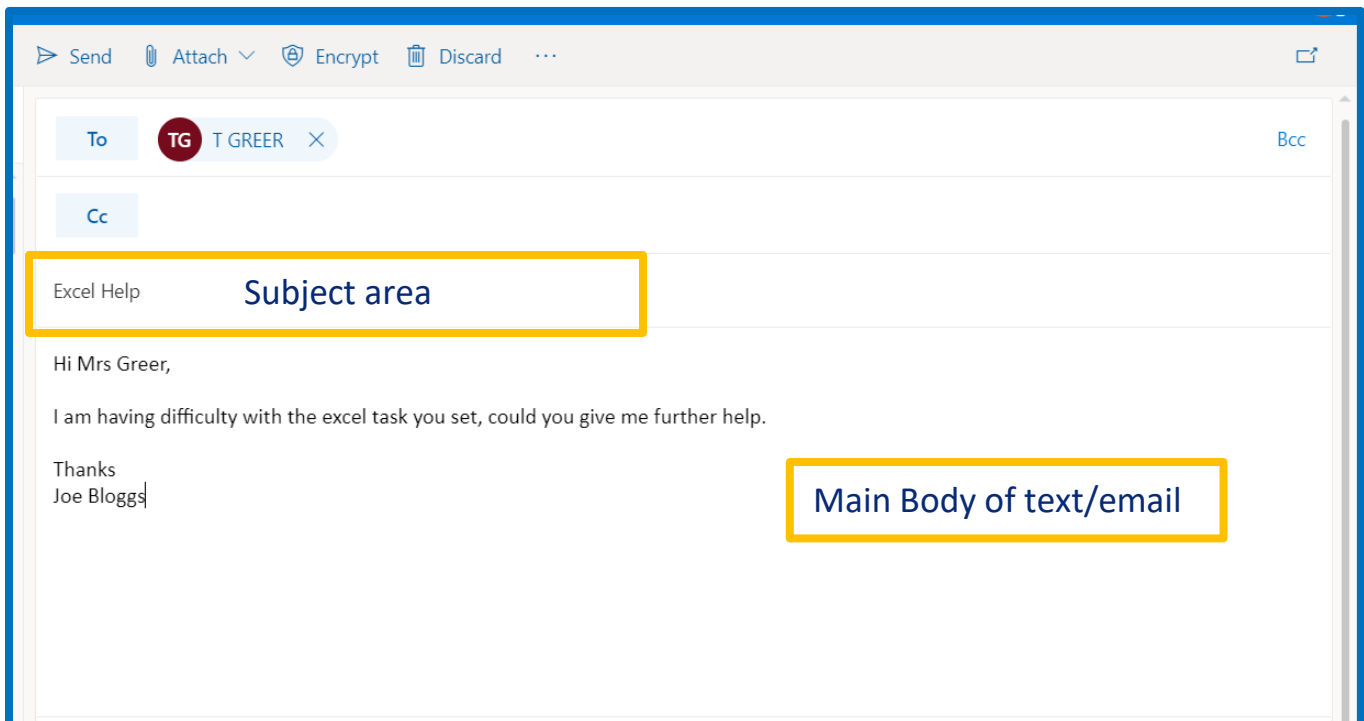# Netiquette

Email Etiquette

When sending an email there are a few rules you should follow:

1. Always put a title in the subject area – this lets the receiver know what the email is about.
2. Use proper English and grammar when typing your email – do not use text language.
3. Be polite and friendly – remember you will mainly be speaking to your teacher.
4. Include as much detail as possible including what you have already done to try and solve your problem yourself.
5. Close your email with Thank you or Regards and your full name.

> ▷ Send   📎 Attach ∨   ⊘ Encrypt   🗑 Discard   ⋯   ⬚
>
> To   **TG** T GREER ✕   Bcc
>
> Cc
>
> Excel Help   **Subject area**
>
> Hi Mrs Greer,
>
> I am having difficulty with the excel task you set, could you give me further help.
>
> Thanks
> Joe Bloggs   **Main Body of text/email**

Google Classroom Etiquette

Similar rules apply when communicating through Google Classroom. You can ask your teachers or classmates questions using the "Stream" – Remember everyone attached to your class can read this question!!
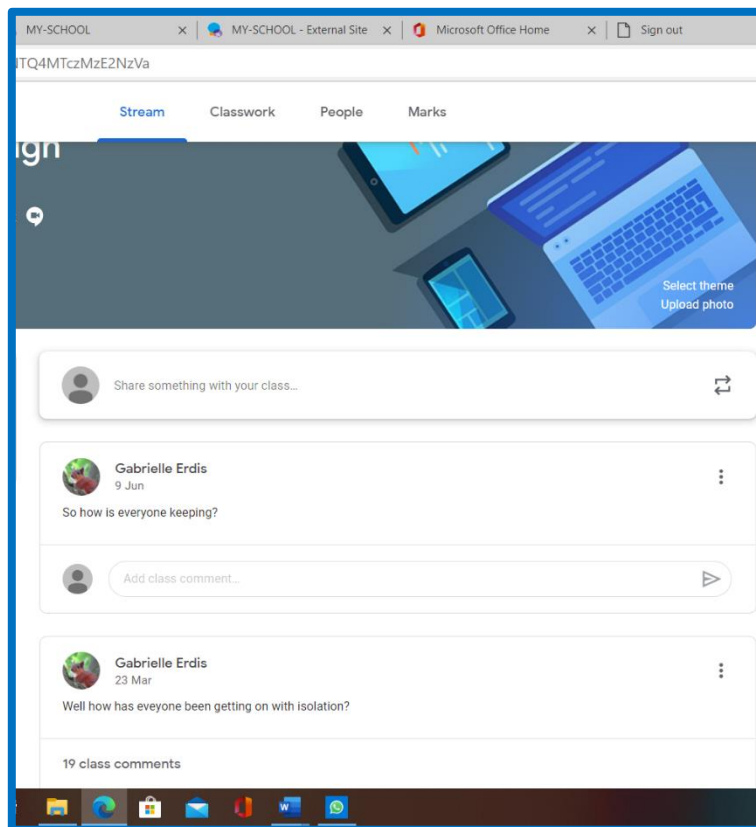
You can also send your teacher a private message to ask a question.

When sending a message make sure you are **polite** and use **proper English**, again no text language.
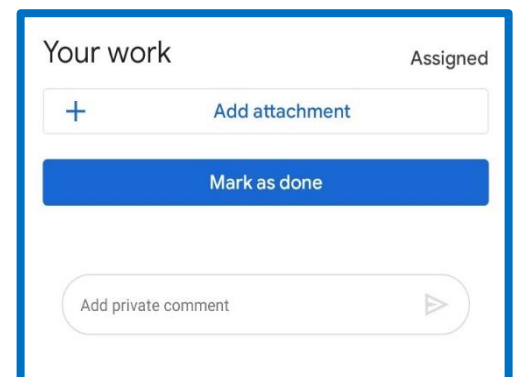
Online Safety

S

Safe: Keep your personal information safe and secret. Think carefully before you share a photo of yourself or your friends.

M

Don't Meet Up: Never arrange to meet an online friend because it can be dangerous. No matter how well you think you know people, they might be pretending

A

Accepting Emails can be Dangerous: If you receive junk email (called Spam) or messages which make you feel uncomfortable, tell an adult that you trust and delete them. Don't reply to them!

R

Reliable: The internet is full of friendly and amazing information. However, sometimes people might say or write things which are untrue, so you should always think carefully before trusting what you see or hear.

T

Tell Someone: Most of the time that you are online, you will have lots of fun. However, if you see something that makes you feel uncomfortable or worried, make sure that you tell an adult who you trust.