Checklist for Cyber-Communications

Please refer to this checklist before sending an email, posting on a website, or sending an instant message!!! The use of this checklist will help prevent many problems that may arise with the use of internet programs such email, AOL Instant Messenger, Myspace.com, and Facebook.com.

- ✓ Am I sending this to the right person or email address? Double check before clicking "Send."
- ✓ Is this worth sending? Do not send junk mail, chain letters, or false rumors.
- ✓ Proofread & spell-check your emails and messages. Misspelling words or leaving words out may confuse the reader. This may cause the reader to think you said something, which you may not have intended to say.
- ✓ Do not attack or insult others on line!!
- ✓ Do not forward other people's emails or without their permission or share their personal information. This includes names, numbers, address, school, work, etc.
- ✓ Do not send emails or post messages when you are mad or angry. Wait 24 hours so you can calm down. Then think about if you even want to send the message or reply.
- ✓ Do not reply to SPAM!
- ✓ How private is the message I am sending? Am I willing to have others read this message? What would my parents, teachers, coaches, and friends think about me sending this message?

For additional information please go to www.internetsuperheroes.org/cyberbullying/