West Noble
School Corporation

How to Avoid Embarrassing Yourself on the Internet

No one likes to look foolish in front of friends, but the Internet affords plenty of opportunities to flaunt your ignorance to the world. To save you from falling into the most common pitfalls, the technology department at Goshen College has put together a handy list of Do's and Don'ts that the West Noble technology department adapted to share with you. Commit these to memory – you won't regret it.

When Using E-mail …

- NEVER forward a virus warning you received via e-mail. The likelihood of it being a hoax is nearly 100%. If it's real, the tech staff has already heard about it from our anti-virus vendor or a reputable web site.
- NEVER forward a message that contains the phrase "send this to everyone you know" or some variant. It's a hoax.
- NEVER originate or pass along a chain letter or a pyramid scheme.
- Think very hard before forwarding anything that originates with someone you don't know.
- NEVER assume that e-mail is private. Think of it as analogous to a postcard.
- NEVER send movie files as attachments. They're too big. Instead, e-mail the URL where the movie can be found.
- Edit out irrelevant content from lengthy exchanges. This avoids messages with more >>>>>>>>>>>>>>>>>'s than content.
- Forward sparingly. Not everyone has the time or desire to read your forwards.
- Don't open attachments as a general rule. If you know the content of the attachment **and** the sender, then save it to the hard disk, scan it for viruses, then open the attachment.

On the World Wide Web …

- If it sounds too good to be true, it is. Don't be a sucker.
- NEVER put anything on your personal home page that you wouldn't want your grandma or your students to read, because they probably will.
- Assume that someone knows where you are surfing on the web, because they do.
- Err on the side of being too ethical. (Is that possible?) The Internet affords plenty of opportunities for self-destruction to those with poor judgement. If it's at all questionable, don't mess with it.

Your Passwords …

- ALWAYS log out when you leave your computer.
- ALWAYS keep your password private. You never know what someone else is going to do in your name.
- AVOID the temptation to write your password on a Post-it note and stick it to your monitor.