



TIP SHEET SERIES NO.2

Be a good online citizen!

Being a good online citizen is more than just being a secure Internet user: Responsible, intelligent, self-respecting, and respect for others.

Internet users, by using various applications, social networking sites, and other online collaboration forums, have been citizens of different communities.

Just like in real life, there are rules in this digital environment that will enable you to acquire the necessary maturity. To become a good online citizen;

- **Be cautious**

In real life, something that causes someone to be hurt, is urgently called for help. If you see an online situation that may be harmful to someone else, report it to the site authorities or the person concerned. Be cautious against cyber bullying and online attackers.

- **Do not say things online that you will not tell someone's face.**

An online comment can be much more harmful than a face-to-face insult, because when something is written the person can read it over and over again. Sometimes it may be simpler to hide behind a computer or smartphone and make negative

comments about people you do not know. Before sending something over the Internet, think twice about what you say and ask yourself the following question: "Can I say these things when the person is in front of me?"

- **Act in the way you want the others to treat you**

This behavior, which seems quite simple, is one of the most abused rule and is at the beginning of the digital etiquette rules. Your comments on the internet should be positive; At the same time be honest with the other side and be polite. Even if you are in the digital environment, give the right to help from the other side, and present thanks when necessary.

- **Do not share anything without permission.**

Do not use unauthorized portions of articles, photographs, reports, blogs, and anything else online that are not created by you. Ask for permission before deliberately sharing and remember to attach credit to your original owner if you re-use a non-original article or picture.

- **Be aware of the rules**

While using social networking sites such as Forums, Twitter, Facebook, and other sites, you should be aware of and follow the site rules and guidelines. These rules are usually found in the "Site Rules" or "About



Us” section.

■ **Do not spend your free time on the internet.**

Internet presents many activities in real life to individuals in different forms in the virtual world. Therefore, in order to get real life experiences and lessons, the communication with the real world and real people should not be cut off, most of the day should not be spent on the internet.

■ **Do not believe everything you read.**

Everything that’s online is not right. Therefore, share the information you believe! To verify if something is right, test the truth from different sources and try to get real information.

■ **If you do not want to keep something forever, do not share it online!**

Do not share something you do not want to keep forever. Before you say or publish anything on the Internet, consider the fact that it can not be completely erased. Remember: There is no delete button for information that falls in internet.