

Proper Use of the Internet

The sense of community on the [Internet](#) is very strong. The members of the Internet community not only tolerate but also encourage individuality. In return, they expect individual responsibility and respect for the rights of others. For proper use of Internet Resources, follow the standards given below:

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Practice Netiquette

Netiquette refers to online manners and behaviors, which you should observe when using the Internet. We should treat other people in Cyberspace as respectfully as we do it in everyday situations. Before visiting the Internet, you should learn its culture, traditions, and laws, just as you would when visiting a foreign country.

Netiquette, help overcome the limitations of textual communication and keep traffic flowing freely on the Internet. So follow these simple rules to avoid offending, angering or hurting others.

Before you write, think about your reader. Make sure that your messages use a tone and language your readers understand and appreciate.

Use abbreviations sparingly. Overuse of the same can make your messages difficult to understand.

Reply promptly to E-mails received from others. Let them know that their message got through and that you value their correspondence.

Do not type messages in all Caps. A single word in uppercase for emphasis is fine, but not much more.

Before participating in chats, forums or E-mails, make sure that you are **familiar with the rules and Netiquettes** of the service providers.

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Optimize Use

Try to plan your Internet activities to minimize the impact of your use of shared resources.

Most major information sites and popular resources have a [Mirror Site](#) on each continent. When accessing a site, use a mirror site that is geographically close to you.

Schedule large [FTP](#) transfers during off-peak hours.

Large organizations should consider mirroring popular sites for their users.

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Share Resources

The Internet is a community resource that is shared by millions of other users. Most public sites reserve the right to refuse a connection to anyone who abuses their site. A public site may also limit access if the Internet as a whole overwhelms the service. When accessing a dedicated connection service such as [Telnet](#) , [FTP](#) , and your provider's modem, try not to linger. Log in, do what you need to do, and log out. Others will then have a chance to log in.

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Contribute to the Community

The Internet is a resource-rich environment because individuals and Organizations have contributed to it. Don't be just a consumer of Internet resources. Find ways to contribute as well. Individuals should contribute by participating in [Newsgroups](#) and [Mailing Lists](#) . Step forward and answer someone's questions or help manage and organize a newsgroup that you use regularly.

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Security

The Internet is a large community. As in other communities, most people are friendly and honest. You should, however, be aware of security issues when travelling the highways of the Internet.

- Eavesdroppers may intercept your credit card number.

- Some computer viruses are harmless. However, you do want to detect and remove them. Virus detection software is a good investment.

- Destructive viruses may destroy important data.