Guidelines for commenting – discussion forums, blogs, any online context.

- Don't share personal information that will allow someone to identify or find you! Keep your full name, address, mobile and home phone number, private email, recent photos and anything else that could be used to find you out of comments and posts.

- Post only things that you would be happy for anyone to read eg your family (parents, grandparents etc), friends, employers, strangers in another country.

- Think of the possible effects of your post! If you post unthruths, or use the work of others without credit/approval you could hit legal issues.

- Use appropriate language and check your grammar and spelling. Create the right image of yourself – a future employer could be reading your posts.

- Think about who will read your post – what will they understand or feel about your words? Don't be nasty to or about others, be careful that your wording is clear so that you don't upset someone by accident.

- Treat others they way you want to be treated – with respect! Don't swear, diss or put people down in any way – think how you would feel if this was done to you.

- If you can't check that it's true then DON'T post it!

- Know how to give feedback positively and constructively.

- If you use **anything** (words, images, audio, video) from another source then be sure you have said "who, where, when" and if necessary you have asked if you can use it.

Think before
you post!