Basic guidelines for using of technical devices, email, and social media

DO interact with people whose company you are sharing.

DO limit cell phone use in public settings.

DON’T leave your cell phone or electronic devices on at work, school, appointments, libraries, museums, banks, and theatres.

DON’T leave your cell phone or electronic devices on while in a place of business or engaging in a business transaction.

DO be tolerant if others have different use parameters than you. Ask politely for adjustments, if necessary.

DON’T give out personal, financial, or password information over email.

DON’T respond to email messages from unknown senders; DON’T open attachments or click links in such email.

DON’T accept unsolicited offers received via email or cell phone text.

DO use respect, common sense, and control settings when using social media.

DON’T engage with any interaction that feels inappropriate.

DON’T discuss personal information or sexual matters with strangers or new acquaintances.

DON’T tolerate bullying.

DON’T meet someone whom you met online in person for the first time in a private or unknown location. Choose public settings with other people present and bring a friend along.