

# Acceptable Behaviour for BMS Portal Discussion Boards

## 1. Be civil

- Your posts form part of a public forum which may be read by many people whom you don't know.
- Keep replies brief. Remember to proof-read before sending to avoid careless omissions or spelling mistakes
- Do not use 'text speak' abbreviations such as 'ne' 'c u' '2moz' – in most public forums this is considered immature.
- Be polite at all times. Do not use offensive language.
- Be especially careful that your humour cannot be misinterpreted. Use of emoticons (e.g. smileys) may help, but do not overuse them as many consider them irritating.
- Avoid being personal with other members of the discussions.
- Do not use all upper case letters, which is the equivalent of SHOUTING
- Do not include personal or confidential information

## 2. Stay on topic

- Many people may read your posts. Keep to the subject of the discussion.
- Ignore anyone sending spam, abusive or obviously off topic posts.
- Do not send 'test' messages to the discussions

## 3. Be helpful

- Please do not feel that what you wish to say is too trivial. It most likely is what others are also thinking!
- Acknowledge that others are entitled to their opinions, which are not wrong just because they differ from your own.
- The discussions will only be of value if you offer information, opinions and support to others, as well as asking questions.