PASSPORT TO DIGITAL

Text guidelines

CHECK WHO YOU ARE SENDING THE TEXT TO

Is their number correct? Check you are not texting in a group message

BE CONSIDERATE

Try not to text someone too early in the morning or late at night unless it is important.
If it is work related, try to avoid texting on a weekend too.

IS IT APPROPRIATE?

Think about what you have typed before you send. Would you say this to the person if you were face to face?

SENDING PHOTOS OR IMAGES

Before sending any photos or images, make sure you think carefully about who you are sending them to and what they might do with those photos and images. What would happen if they shared these photos and images with someone else?