Microsoft Teams Expectations and Etiquette

When using MS Teams keep the following in mind.



**Is it True**:

* Are you being honest, not spreading rumors?



**Is it Kind**:

* Is it building people up?
* Is everyone included?
* Are you taking turns?
* Are you recognizing someone’s hard work?
* Are you disagreeing in a polite way?



**Is it Necessary**:

* Does it add to the conversation or is it simply ‘noise’?
* Will it help others to better understand?
* Does it distract from the discussion?



**Privacy and Sharing**:

* By default, all Teams conversations are recorded and stored in the cloud.
* Archived conversations can be shared with those unable to attend the original meeting.
* This is a school device; assume you are being monitored. If you wouldn’t say something at school, don’t say it using Teams.