Microsoft Teams Expectations and Etiquette

When using MS Teams keep the following in mind.

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**Is it True**:

* Are you being honest, not spreading rumors?

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**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?

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**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?

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**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.