

Microsoft Teams Expectations and Etiquette

When using MS Teams keep the following in mind.

True?

Is it True:

- Are you being honest, not spreading rumors?

Kind?

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?

Necessary?

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

Privacy and Sharing:

- Optionally, Teams conversations may be 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.