

Teams Etiquette

Guidelines for using Microsoft Teams

1. Constructive Participation

- Teams should be used primarily for school:
 - Accessing and turning in assignments per your teacher's instructions.
 - Participating in class-related discussion.
 - Chatting with teachers and other students, primarily about school related things, including:
 - Assignments
 - Projects
 - Social activities
 - Schola Societatis & Domus events or activities.
- Please do NOT use conversations on Team pages to post **random** GIFs, pictures, comments, or words unrelated to that Team's purpose or content.
- Chat may be used for inter-student communication. **Please use responsibly.**

2. Courtesy and Respect

- Conduct yourself on Teams with the same respect and politeness that you would exhibit at school or in the classroom.
- Think before you post.
 - Do NOT use language or post content anywhere in Teams (including interpersonal chat) that you would not use in a classroom or in front of your parent or grandparent.
 - A good rule of thumb to follow is if you're comfortable standing up in front of a classroom and saying your message, then it's most likely okay to share.
 - Address teachers, parents, and other adults in Teams as you would address them in person, respectfully.
 - Treat fellow students with kindness and respect.
- Threatening or insulting language and bullying of any kind is unacceptable and inappropriate at any time, and so will not be tolerated on Teams.

3. Accountability

- Students who do not follow the above guidelines may be removed from Teams.
 - 1st infraction: A warning
 - 2nd infraction: Parents will be notified
 - 3rd infraction: Student will be removed from Teams
- Teachers may at any time "block" a student from participating in online class discussions if they feel that students conduct is unacceptable.