

Microsoft Teams Netiquette

Sound Use in 10 Steps

1 #Respect

I am kind and polite in Teams, just as in real life (I do not insult, I am not mean...).

2 #Spelling

I write correctly: word choice, spelling, punctuation, no abbreviations...

3 #Precaution

I do not post sensitive information (address, phone number...).

4 #Value others

I am positive, I encourage, I congratulate other pupils' interventions if I like them. I avoid criticizing others.

5 #Cooperation

I look for ways to work with others, sharing what I do if I need to. I like to help.

6 #Videoconference

In videoconferences, I must respect the rules of communication (I don't cut off the microphone of others, I don't delete anyone, I don't speak at the same time as another pupil...).

7 #Publication

I will only publish what I have permission for (photos, sounds, texts...)

8 #Ownership

When I share something, I indicate its origin (author, link...).

9 #Safety

If I have a problem with someone on Teams, I tell my parents or my teacher.

10 #Parents

I use Teams under the supervision of my parents to make sure the rules are followed.

#Commitment: I'm looking forward to doing awesome schoolwork with Teams. I share my ideas and what I can do. I help others and I try to amaze everyone.