

Microsoft Teams Communication Policy and Etiquette for learners

For Learners

Learners engaging in Microsoft Teams, need to adhere to the following policies, protocols and code of conduct:

Learner behaviour when participating within a 'Live' Teams interaction or class-based session should be in line with and follow the college code of conduct:

All learners should:

- Sign in promptly and on time for live Teams sessions
- Ensure that they join sessions using their College Teams account
- Ensure that their cameras are turned on and that backgrounds are appropriate - Learners may wish to blur their backgrounds (if this facility is available)
- Respect all participants by allowing others to share their view point in a safe environment
- Respond to questions or tasks from staff members in an appropriate way by raising their hand to speak or by utilising the chat function
- Attempt all tasks in a positive manner
- Engage with enthusiasm when collaborating virtually with class members.

For Microsoft Teams to be used effectively and safely, learners must agree to the following points:

- Learners must abide by the colleges IT Acceptable Use Policy and GDPR policies when using Teams
- Learners should not falsely use a picture of someone else as their Teams profile picture
- Learners must not share any resources, recorded videos, PowerPoints, assemblies or other materials uploaded by staff or other learners outside of any college Teams
- Learners must think carefully about what is acceptable language with regards to what they say, type or post when using Microsoft Teams. This includes the use of emoji's and images.

Please note that if inappropriate language or behaviour takes place either in a live stream or written online communication, participants involved will be removed by the staff member immediately and concerns will be reported to the Designated Staff or College's Learner Disciplinary Team