MICROSOFT TEAMS
CLASSROOM NORMS

Use Clear Communication

Use language understood by all. Avoid using lingo (slang) or unclear language that could lead to misunderstandings.

Be Responsive

If someone @mentions you in a chat or channel, try to respond in a timely manner, even if it's just to acknowledge the message with a thumbs up or smiley emoji.

Be Respectful

Respect the opinions of your classmates. Do not bully or verbally abuse those you disagree with. Remember that others are allowed to have opinions of their own.

No All Caps

Typing in all capital letters is considered shouting online. Use capitalization sparingly for emphasis only. If wanting to emphasize something, use italics instead.

Respect Others' Time

Avoid sending unnecessary messages or notifications that could distract others. Inappropriate or annoying posts will result in you being muted.

@Mentions Use

Use @mentions only to get someone's attention. Do not use @teamgroup. This is reserved for the teacher only.

Mind Your Tone

Be mindful of your language and use appropriate emojis to communicate emotions if necessary.

GIFs and Emojis

While occasional emojis and GIFs can add some personality to your messages, using them excessively and inappropriately are not acceptable.