# Unit 3. Using Collaborative Technologies

**4. Candidates will contribute to tasks using collaborative technologies**

**3.4.1 I can describe rules of engagement for using collaborative technologies**

**I can describe rules of engagement for using collaborative technologies.**Collaborative technology guidelines are set by your organisation or community of interest. The guidelines entail the uses, security, safety, copyright, plagiarism, libel, confidentiality and data protection. There should be trusted environment while working with collaborative technology . While working in a project with a team of peoples trust is very important while sharing data and information . which help to avoid misuse of data . security and safety is as important in collaborative environment for safe work of team members . There should be respectfull environment towards team members . There should be respectfull language towards each other .