4.1 I can describe the rules of engagement for using collaborative technologies

When using collaborative technologies it is important to follow ‘netiquette rules’ a set of generally agreed rules relating to good online behaviour. For example, when holding meetings online via collaborative tools such as Microsoft Teams and Adobe Connect it is essential for netiquette rules be followed by all participants for the meeting to be productive.

Participants must respect the contributions of others and recognize the roles that have been assigned to others for the purposes of the meeting e.g. moderator or presenter. It is best practice to assign a participant to the role of moderator ahead of the meeting, making it clear to everyone who has been assigned to the role. Moderators ensure that the meeting stays on topic and that it runs to time. They should also encourage contributions from all participants, ensuring that they are given time to speak without interruption. A moderator should stay neutral during the meeting, this will help to diffuse any disagreements that may occur and all participants will feel that their contribution is valued even if it differs to the general consensus. If the meeting is to be recorded the moderator should inform all participants of this before the recording starts. Any material related to the meeting such as files, minutes and agendas should be shared with all participants.

Participants should respect everyone’s right to contribute to the meeting and to have their own opinion. Participants should not talk over others, act disruptively, attempt to take over the meeting, try to change the agenda of the meeting, raise their voice, use offensive language, give offensive opinions or belittle others contributions.