



MS Teams

Curtin University is offering MS Teams to students to support group work and peer-to-peer learning. While the use of MS Teams is not mandatory for students or staff members; some units or courses may use it for communication and collaboration. The teaching staff will advise you if MS Teams will be used in your unit.

MS Teams is designed to:

- Facilitate collaboration between students.
- Enhance engagement in group work.
- Streamline communication for academic projects.
- Sharing documents and ideas.
- Coordinating tasks in real time for group assignments and discussions.

MS Teams is not a replacement for Blackboard which remains Curtin's formal Learning Management System (LMS). MS Teams is an optional additional platform for collaborative learning and informal communication. Formal communications and requests must be submitted through existing channels. For support, please contact Curtin Connect.

MS Teams is **NOT** to be used for:

- Formal communications such as extension requests, grade appeals or official communications with Curtin administration. These matters should be directed through the appropriate official channels, University email or designated online forms.
- Communicating with staff to escalate issues. All complaints or appeals should follow the established procedures and processes.

Using MS Teams Responsibly

General Guidelines

- Adhere to the [Student Charter](#), [Student Conduct Guide](#), [Conduct at Curtin](#) guide and [Information and Communication \(ICT\) Appropriate Use Procedures](#).

Respecting Privacy and Boundaries

It is important the privacy and boundaries of all staff and students be respected.

- Not all staff will use MS Teams. Do not contact staff on MS Teams unless they have advised you that it is their preferred avenue for your query or communication.
- Avoid sending messages, outside the hours advised by your teaching staff.
- Be mindful of staff and fellow students' schedules and availability.
- Use the 'Schedule Send' option to send messages at an appropriate time.
- Allow 48 hours for a response before sending a follow-up message. Staff have busy schedules and teaching is just one component of their role. Even if a staff member is showing as 'available' on MS Teams, they may not be immediately able to respond to messages.



- Be aware of your privacy and the privacy of others and avoid sharing confidential or personal information.

If you have difficulties contacting the teaching staff of your unit, please contact Curtin Connect on 1300 222 888.

Communication Etiquette

Effective communication is essential for productive collaboration and respect among your teaching team and fellow students. MS Teams is for academic purposes and should not be considered a social media platform.

- Use the chat feature for relevant questions or comments; avoid irrelevant messages, unrelated content and excessive messaging.
- Use professional language and a respectful tone; proofread messages before sending.
- Create a supportive environment with inclusive language and respect for cultural differences.
- Respond to messages promptly.
- Use channels within MS Teams rather than private chats, where possible.
- Avoid unnecessary @mentions to prevent flooding notifications.

Participation in Meetings

When participating in online meetings, maintain a high standard of presentation and engagement.

- Dress appropriately as you would for an in-person class or meeting.
- Check your surroundings to ensure your background is appropriate. Consider blurring or using a background image.
- Join on time, mute your microphone until required to speak, and turn on your camera where appropriate.
- Engage in discussions, ask questions, share insights and respect others' viewpoints.
- Use the 'Raise Hand' function to indicate you have something to say or a question to ask.

Setting up your Profile

Your MS Teams profile is often the first impression others will have of you in the space, so ensure it reflects professionalism.

- While not mandatory, having a clear and professional photo for your profile picture is good practice. Ensure it is not blurry, pixelated or inappropriate for an academic setting. A headshot with good lighting and a neutral background is ideal.
- Avoid using distracting or inappropriate images that may detract from your professional image.
- Consider using a Status Message to indicate your availability. Ensure the message is professional and relevant.



MS Teams Groups

Creating an MS Teams group is an effective way to collaborate with your peers and using channels within the group keeps topics and conversations organised and accessible.

- Use a clear and descriptive name for the group to help fellow students find the team and understand its purpose.
- Group owners are responsible for maintaining the overall condition of the group including addressing any inappropriate behaviour or comments. Report Inappropriate or offensive conduct to your teaching team or through official channels.

Bullying and Harassment

Bullying and harassment are serious issues. As a Curtin University student, you are expected to maintain a respectful and professional environment in MS Teams. For further information on what constitutes discrimination, harassment and bullying, please read [Conduct at Curtin](#).

If you feel you are being discriminated against, harassed or bullied and do not feel you can speak to the person involved, you may contact:

- [Student Wellbeing](#)
- [Guild Student Assist Officer](#)
- [Student Equity and Diversity](#)
- [Counselling Services](#)
- Your Unit Coordinator or Head of School

As always, anyone with immediate safety concerns should contact the Safer Community Team on 9266 4444 or via the SafeZone App. Incident reports can be made [here](#).

Privacy

[Curtin's privacy Statement](#) applies to MS Teams.

- MS Teams meetings may be recorded if required for academic or professional purposes. Obtain the consent of all parties before recording.
- MS Teams activity may be monitored by Curtin staff for security and compliance purposes.
- Messages are retained for a period and may become evidence in the event of a breach of policy as referenced in the Information and Communication (ICT) Appropriate Use Procedure.
- Read the [Microsoft Privacy statement](#) on how Microsoft processes Teams data.