

# Technology at Work

## **Smartphone Etiquette**



# What is ETIQUETTE?

- a. Manners and rules
- b. All workplaces have an expected etiquette



# Why is it important to follow the proper etiquette at work?

- a. Good manners are rewarded.
- b. You are more likely to be successful at work.
- c. Bad manners will lead to disciplinary action or being fired.



# What type of new workplace etiquette has become **IMPORTANT**?

TECHNOLOGY ETIQUETTE = correct manners and rules for using technology at work



# Why has TECHNOLOGY ETIQUETTE become important at work?



a. The introduction of many new technologies.



EXAMPLES=  
*smartphones, computers, email,*



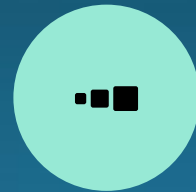
*social media , and the internet.*



b. The misuse of technology by employees.



c. An increase in workplace disciplinary actions.

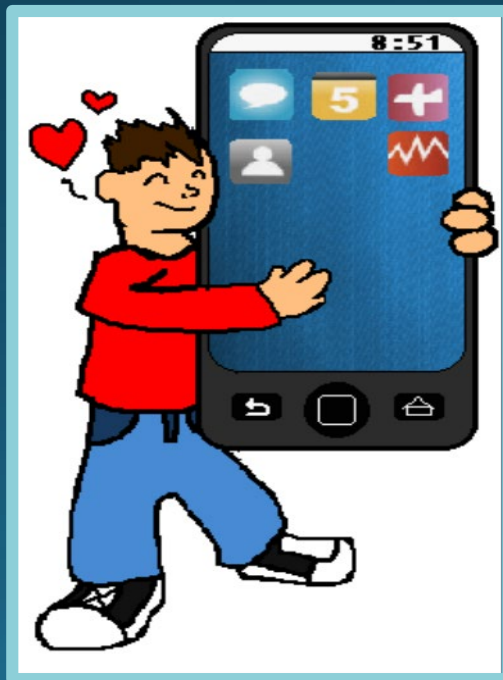


d. An increase in employees being fired.



# For young adults, what technology is the biggest **RISK** at work?

- The smartphone or cellphone

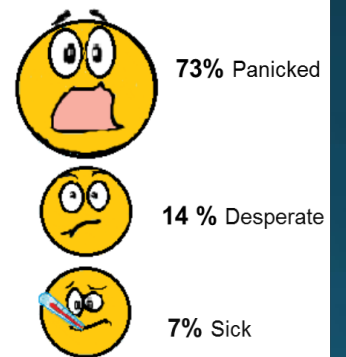


# Why are smartphones such a risk for young adults at work?

- ❑ Most people have grown attached to their phones.
- ❑ An University of Missouri study has shown many people have separation anxiety when they don't have their phone.
- ❑ Many can't stop from using their phone, even at work.
- ❑ The average young adult sends over 2000 texts a day.
- ❑ Some people have been classified as addicted .



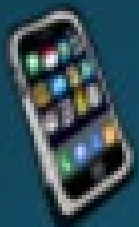
How people felt when they misplaced their cellphones.



# Tips to Ensure that You Use Proper Technology Etiquette with Your Phone in the Workplace

## 1. SILENCE YOUR SMARTPHONE

- a. turn your phone on mute before you enter work.
- b. make it a habit.





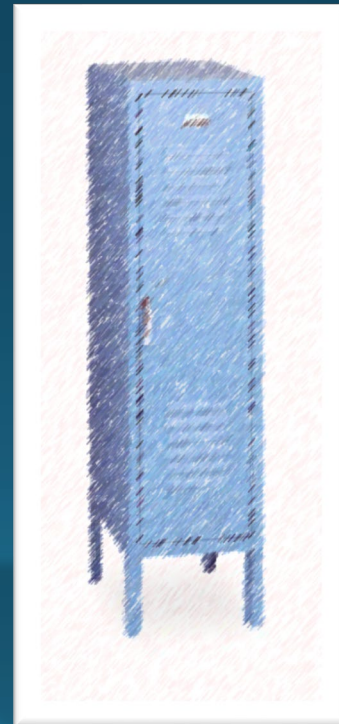
## 2. Keep Your Phone Put Away During Work.

- ✓ Don't send texts
- ✓ Don't read texts
- ✓ Don't answer calls (unless they are scheduled calls from a job coach)
- ✓ Don't use the device, unless you are using apps/features to help at work
  - ✓ Ex. Social story app, alarms



# 3. If you are tempted to use your phone, lock it away somewhere:

- a. lock the phone in the car or in a work locker



## 4. Let your friends and family know you follow technology etiquette at work.

- ❖ Inform them that at work you will have your phone on silence.
- ❖ If they need to, they can leave a message on voicemail or leave a text, and you will try to get back to them during a break, lunch, or after work.
- ❖ In case of an emergency, give them your work number in which they can reach you if they really need to.



## 5. Don't take video or take photos without permission.

- ✓ People have the right to privacy.
- ✓ It is disrespectful to take pictures or video of people when they have not given permission.
- ✓ Selfies are not appropriate at work.
- ✓ No pictures should ever be taken or posted on social media unless you have permission of the boss and employees.



# What should you do if really need to take a call during work hours?

- a. Speak to your boss before work and explain your situation and if it would be O.K to answer a call during work.
- b. Also, make sure to answer the call away from customers and other employees.

