House rules for our Teams group *All at FyFa*

Welcome to FyFa's Teams group All at FyFa! To ensure a productive, positive and respectful environment, please follow these guidelines:

1. **Be respectful** – Treat everyone with professionalism and kindness. Disagreements are fine, but keep discussions constructive.
2. **Stay on topic** – Use appropriate channels for relevant discussions. Avoid off-topic or personal conversations.
3. **No spam or self-promotion** – Only share information relevant to FyFa. Avoid excessive posting or promotional content.
4. **Respect privacy & confidentiality** – Do not share sensitive or private information without permission.
5. **Keep notifications manageable** – Use @mentions thoughtfully and avoid unnecessary tagging of large groups.
6. **Follow KI policies** – Ensure all communication aligns with the university's code of conduct and IT guidelines.

Failure to follow these rules may result in messages being removed or restricted access to the group. Let's keep this a positive and productive space!

Channel guidelines

- **#General** – Open discussions for all department members. Use this channel for non-sensitive department-related matters, general questions, tips, and informal announcements.
- **#News from the Management** – Official updates from department leadership. Posts will come from the management group only, but comments or reactions on posts are welcome.
- **#Research Support** – Information, discussions and questions about research funding, grant applications, and academic resources.
- **#FyFa Faculty discussions (locked channel)** – A private space for faculty members to discuss academic, organisational and pedagogical matters.
- **#Manager discussions (locked channel)** – Restricted to managers for private discussions regarding administration and leadership.

If you're unsure where to post, check the channel descriptions above or ask a moderator. Thanks for keeping our Teams group organised and productive!