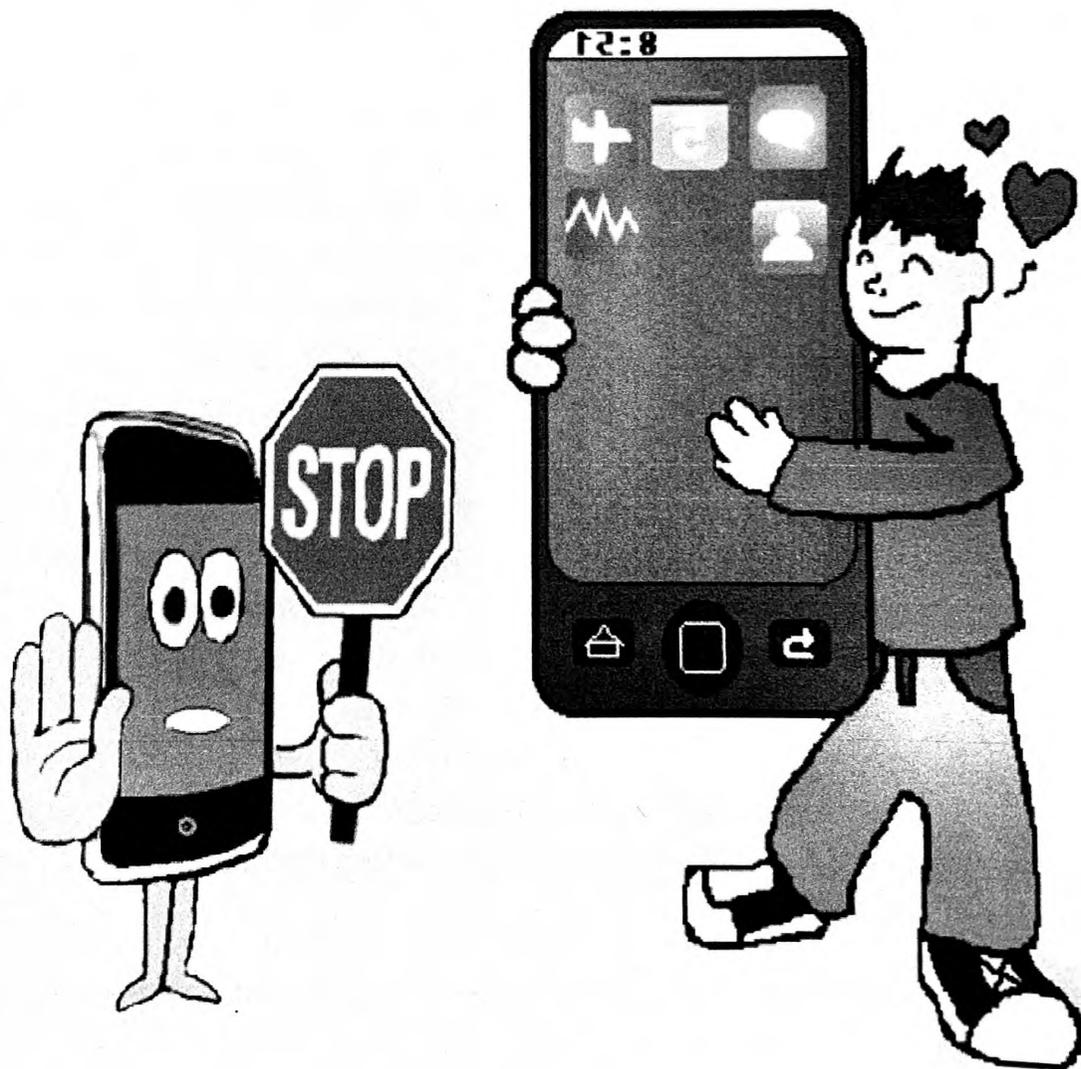


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Technology at Work

Smartphone Etiquette

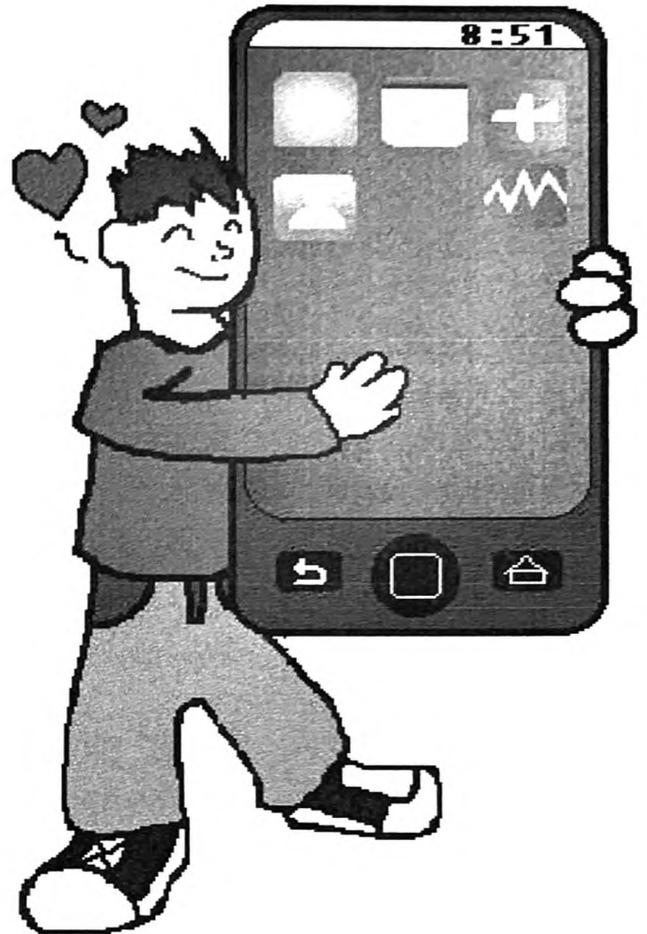


Career Readiness

Technology at Work

Smartphone Etiquette Tips

Smartphones have become extremely helpful devices, making it easier to communicate and keep in contact with friends and family. However, these same devices have caused many new problems for society. Many people have grown attached to these devices. In fact, some people can be classified as addicted to them. A recent study from the University of Missouri showed that most young adults have become so attached to their phones that when they were taken away from them their blood pressure went up, and they suffered separation anxiety. Further, it is estimated that the average 18-24 year old sends over 2000 texts a month. Clearly, many people today have fallen in love with their phones. Therefore, because of this strong emotional



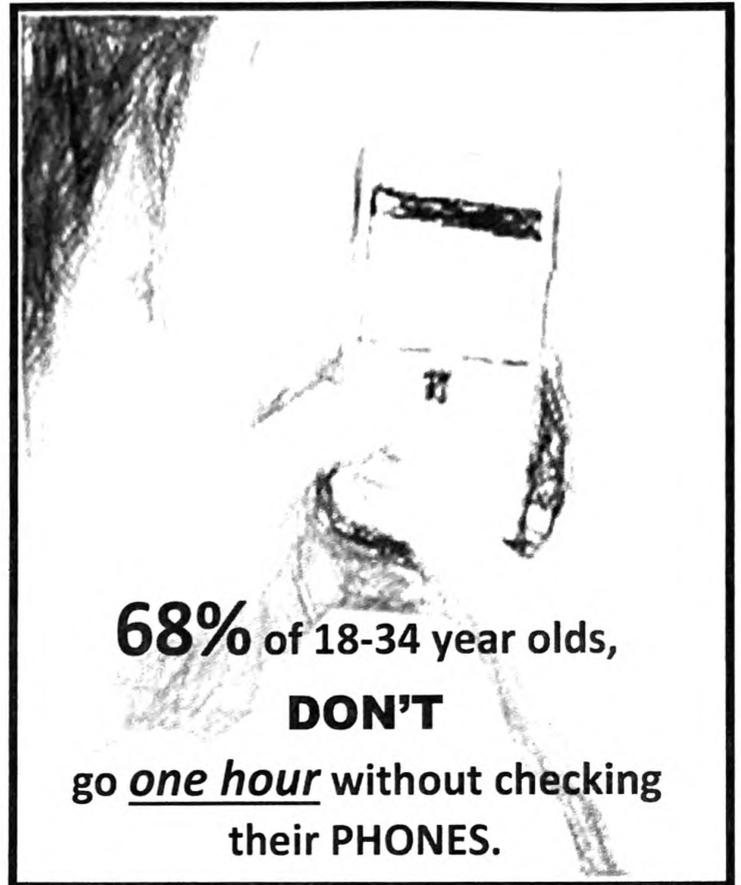
attachment that we have developed to our smartphones, it is wise to take certain precautions with them at work. Most all places of work do have smartphone etiquette in which employers expect their employees to follow. On the following page are key smartphone tips that have been suggested by experts and will help employees obey the proper smartphone etiquette at work.

Answer each question with a complete sentence on a separate piece of paper.

- 1. With smartphones, what has occurred with many people in our society?**
- 2. What did a recent study from the University of Missouri reveal about people when their smartphone was taken away?**
- 3. What is the average number of texts sent each month by young adults?**
- 4. Because of the attachment to our phones, what is it wise to do at work?**

Silence it: This is the first thing you should do each day before entering work. You should make it a habit to change the setting on your smartphone to silence.

Don't look at your phone: You should not be reading texts or seeing who has called you during work hours. It is not wise to even check what time it is on your phone because it appears that you are reading a text. Some people can't handle the temptation to read a text or answer a call when they have their phone. If this is you then in order to ensure that you are following proper technology etiquette with your smartphone, it is recommended that you keep your phone locked in your car or in a work locker, unless the phone is needed for your job. It is important to remember that if you are looking at your phone or on it, you are not focused on your job. You are paid to work, which means 100 percent of your attention should be focused on working.



Answer each question with a complete sentence on a separate piece of paper.

5. What is the first thing you should do before entering work?
6. During work hours, what should you not be doing with your smartphone?
7. If you are tempted to read a text or answer your phone at work, what should you do?
8. How often should you be checking the time on your smartphone at work?
9. Because you are paid to work, how much of your attention should be on your job?

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 your 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.



Don't take video or take photos

without permission: Your boss and employees at work have the right to privacy. Moreover, it is rude and disrespectful to take pictures or video of people when they have not given permission. Even selfies are not appropriate at work. Moreover, no pictures should ever be posted on social media unless you have permission of the boss and employees.

When Can You Use Your Cellphone at Work?

There may be a rare occasion where you are expecting a **very** important call while you are at work. If this is the case, speak to your boss before work and explain your situation and if it would be O.K to answer a call during work. Most bosses are understanding and will appreciate the notification. However, if this is the case, make sure to answer the call away from customers and other employees.

10. To minimize problems, what should you inform your family and friends about your technology etiquette at work?
11. Because you will not be using your phone at work, in case of an emergency how can your family and friends contact you?
12. When are you allowed to take pictures at work?
13. What should you do if there is a rare occasion, where you expecting a very important call when you are at work?
14. If you are given permission to answer a call at work, what should you make sure to do when answering the call?

Outline Smartphone Etiquette Tips

Name _____

Per. _____ Date: _____

Directions: Using your reading sheets and/or notes, outline the five tips on smartphone etiquette in the workplace.

Smartphone Etiquette Tips

List each of the five tips:

Describe/outline each tip:

1. Silence Your Phone At Work

- a. *It the first thing you need to do before starting work.*
- b. *Make silencing your phone a habit.*

2.

3.

4.

5.