

UPDATED RECOMMENDATIONS FOR VIRTUAL MEETING SECURITY (4.3.20)

Since our meetings are populated with students who are minors, it is important that security measures are in place.

Recommendation for all virtual meetings, regardless of platform:

- Post links to virtual meetings in a location accessible only by the school community (*do not post on social media*)
- Share all links with school administrators
- For digital office hours, use a link that is open for all students and any administrators/faculty to join
- Limit screensharing to teachers only
- For classroom management and security, limit the time length of continuous large group sessions (*recommend using chunking of instruction and smaller, purposeful grouping of students*)
- Use only educational and school approved platforms (*note for Google Meet: ensure that you are using Google Hangout Meets, not Hangout, and that it is through a GSuite educational account in order to maximize teacher control*)
- If posting images of virtual meetings on school social media, ensure that student last names and join codes are not visible.

Recommended ZOOM settings to increase security in Meeting Rooms:

Note: There several features available in Zoom. This document focuses on features related to security.

Zoom Blog: <https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/>

To enable or disable features, zoom.us on a browser and log into your account.

Once you are logged in, click on "Settings" from the bar on the left side.

Under the settings for "Meeting", you will find several features. Scroll through and adjust the following (listed in order of appearance):

Join before host	TURN OFF so that students cannot join the meeting room before the teacher; if students join before the teacher, students will see a message that indicates they are waiting for the host
Use Personal Meeting ID	TURN OFF so that each meeting has a unique ID
Meeting Password	TURN ON so that there is an added layer of security. The host can customize the password so that it is easy for students, parents, and admin to remember.
Private Chat	TURN OFF so that students cannot privately message each other in the chat
Play sound when participants join or leave	TURN ON so that teachers are aware when someone enters the class
Screen sharing	TURN ON but set to HOST ONLY to control what is shared on the screen
Allow removed participants to rejoin	TURN OFF so that participants that are removed cannot rejoin
Waiting room	TURN ON so that the host can control who is joining the sessions
(Email notifications) When attendees join meeting before host	TURN ON so you are notified via email when someone joins a room before you

Additional note regarding use of Break-out Rooms if enabled:

It is recommended that break-out rooms should only be used if multiple school staff are available to monitor students in the break-out rooms. To achieve this, it is recommended that you work with your principal and faculty to determine availability of non-teaching or non-homeroom staff.

As an alternative to the use of break-out rooms, it is recommended that teachers schedule meetings with small groups rather than the whole class at once to achieve this purpose.

To remove an unwanted participant once a meeting has begun:

- If the Participants panel is not visible, click Manage Participants at the bottom of the Zoom window
- Next to the person you want to remove, click More.
- From the list that appears, click Remove.