

Mission Statement:
Creating tomorrow's successful and
caring citizens today.



GFM Audio Video Conferencing Software

Policy Updated By	Latest Publish Date	Monitoring Cycle
School Support Centre	February 2023	Annually

Schedule for Development / Monitoring / Review

This policy was approved by the Governing Body on:	February 2023
The implementation of this policy will be monitored by the:	Principal and Senior Leadership Team
The Policy will be reviewed annually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	February 2024
Should serious incidents take place, the following external persons/agencies should be informed:	Akram Tarik (Principal) and in his absence (Vice Principal)





AUDIO VIDEO CONFERENCING SOFTWARE

Security Guidelines for Teachers

Vision

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It is recommended to follow the below guidelines in order to enhance security of online meetings. This document contains the following guidelines:

1. [Microsoft Teams Security Guidelines](#)
2. [Zoom Security Guidelines](#)
3. [Google Meet Security Guidelines](#)
4. [Frequently Asked Questions](#)

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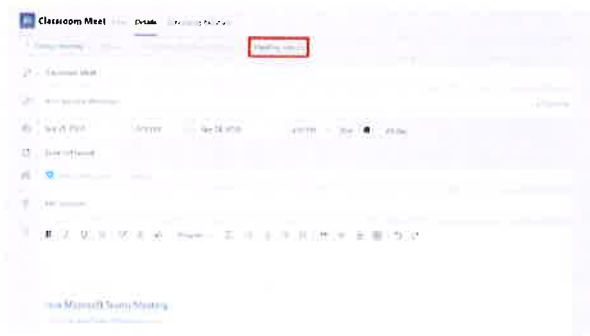
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1. MICROSOFT TEAMS SECURITY caring citizens today.

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GUIDELINES

1.1. Use the “Lobby” feature



“Lobby” feature ensures guest users are made to wait in a virtual lobby, until admitted to the meeting by the organizer.

- Ensure “Who can bypass the lobby” setting is configured to “People in my Organization” and
- Ensure “Always let callers bypass the lobby” is set to “No”.

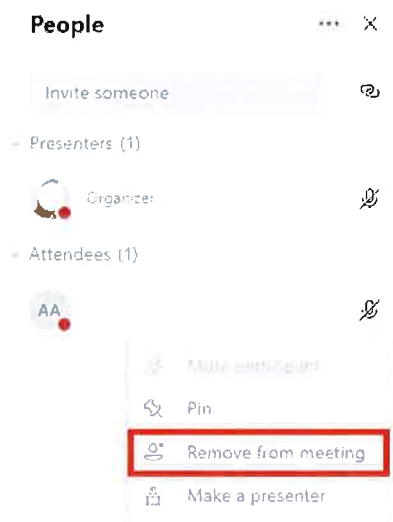
Meeting options



This feature can be configured from the “Meeting Options”

section, visible only after a meeting has been setup.

1.2. Manage Participants (Admit / Remove)



Remove disruptive Participants.

- Right click on the participant’s name and select “Remove from the meeting”.

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1.3. Control Screen Sharing

Meeting options

Who can bypass the lobby?

Always let callers bypass the lobby

Announce when callers join or leave

Who can present?

People in my organization

No

Yes

Only me

Everyone

People in my organization

Specific people

Only me

Restrict screen sharing to the meeting Organizer. This prevents participants from sharing their screens and disrupting the session.

- Ensure “Who can present” setting is configured to “Only me”.

1.4. Only Student domain (gemselearning.com) should be utilized for Online Learning.

Ensure all teams are configured on “gemselearning.com” domain. This configuration ensures:

- Students are unable to view Staff account profiles such as their Telephone numbers, Org details etc.
- Ability to perform personal audio/video calls and private chats is restricted for students.

Do not provide personal contact details on your gemselearning.com profile.

1.5. Create Private Teams only

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

Description (optional)

Privacy

Private - Only team owners can add members

Private - Only team owners can add members

Public - Anyone in your organization can join

Ensure all teams are configured as Private.

- **Private teams** are not discoverable during search and students cannot add themselves as a member to Private Teams without the Team Owner's approval.
- **Public teams** are discoverable and any gemselearning.com user can join a Public Team without the approval of its Owner.

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A large, dark blue, brush-stroke-like shape on the left side of the page, with several smaller, lighter blue circles of varying sizes scattered around it.

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Microsoft Teams permits teachers and participants to download meeting recordings, from the general channel/tab. This is a default behavior. Download of recordings should be discouraged and downloaded copies of recordings should be deleted by all individuals within the 21-day retention period.

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Mission Statement:

2. ZOOM SECURITY

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GUIDELINES

2.1. Always keep the “Waiting Room” feature enabled



The “**Waiting Room**” feature is one of the best ways to protect your Zoom virtual classroom and keep out those who aren’t supposed to be there.

- Keep “**Waiting Room**” enabled at all times.
- You can check if “**Waiting Room**” is enabled by clicking the Security button in the bottom pane.

2.2. Manage Participants (Admit / Rename / Remove)

If the “**Waiting Room**” feature is enabled all anonymous participants trying to join the meeting will have to be admitted by the meeting host. Make sure you know who the person is before allowing them into the meeting.

- If someone who’s not meant to be there somehow manages to join your virtual classroom, you can easily remove them from the **Participants** menu.
- You can also rename a participant by hitting “**More**” button in the **Participants** list.

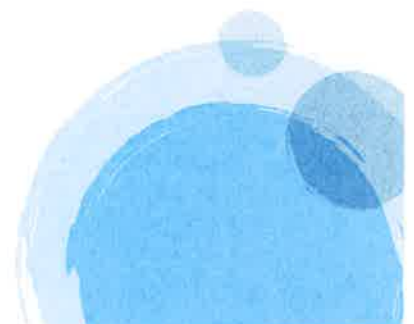
System behavior when waiting room is enabled:

Students authenticating with their gemselearning.com account, are admitted directly into the meeting. Only those participants who authenticate using external accounts e.g. gmail.com, Hotmail.com etc. are placed in waiting room.

2.3. Control Screen Sharing

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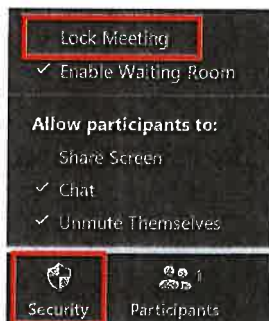
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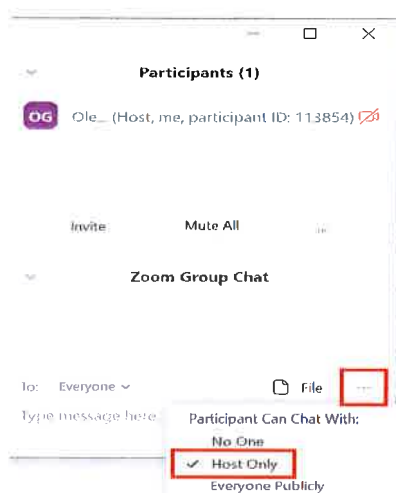
You can allow or prevent student's ability to share their screen by checking/unchecking the "Share Screen" feature in the **Security** section of the bottom pane.

2.4. Lock the Meeting



If all participants have joined the meeting and you are not expecting any new joiners you can lock the meeting by enabling "**Lock Meeting**" feature from the bottom pane.

2.5. Disable Private Chat



Teachers can restrict the in-class chat so students cannot privately message other students.

- It is recommended to restrict chat access in your in-meeting toolbar controls (rather than disabling it altogether) so students can still interact with the teacher as needed.

To restrict Chat usage open the Chat window and press the "... button on the right-hand side.

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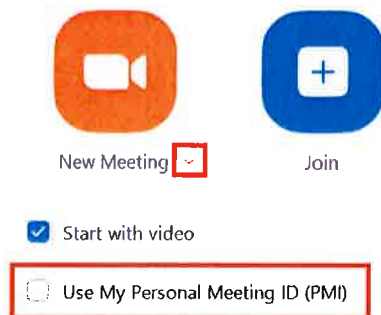
2.6. Save your meeting recordings to Cloud



If you intend to record a meeting it is recommended to save your recording to the cloud where it can be easily accessed at any time.

Local recording feature has been disabled to prevent unauthorized copying and distribution of recordings that contain personal information.

2.7. Don't use Personal Meeting ID for meetings



Your Personal Meeting ID (PMI) is the default meeting that launches when you start an ad hoc meeting. Your PMI doesn't change unless you change it yourself, which makes it very useful if people need a way to reach you.

- For public meetings, you should always schedule new meetings with randomly generated meeting IDs. That way, only invited attendees will know how to join your meeting.

2.8. Share view-only links with students

If you need to share a meeting recording with students, create a view-only link and share it. This way students will be able to view the recording but will not be able to download it.

Share this cloud recording

Share this recording
Only authenticated users can view
Sign in with Auth Domains
*.gmseducation.com, *.gmslearning.com, *.gms...
View all 3 domains
Add expiry date to the link
Viewers can download
On-demand (Registration Required)
Passcode protection
Strong Password Save
Recording Link Information
Display detailed information
Copy sharing information to clipboard



- Right-click on the recording you want to share and select "Share"
- Uncheck the "Viewers can download" checkbox.
- Press "Done".

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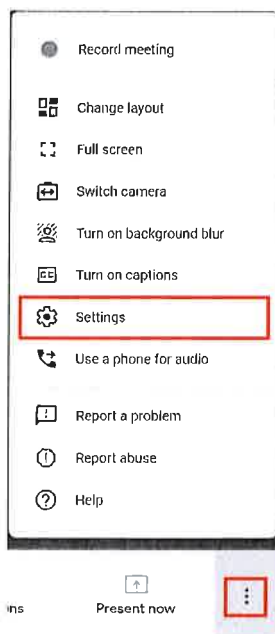
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3. GOOGLE MEET SECURITY GUIDELINES

3.1. Disable the "Quick Access" feature

If "Quick Access" is disabled:

- Only people invited by the host can join without asking
- People can't join anonymously
- Only hosts can dial out of a meeting



Settings

- Audio
- Video
- Host controls**

Only hosts have access to these controls

Quick access

When turned off,

- Only people invited by the host can join without asking
- People can't join anonymously
- Only hosts can dial out of a meeting

LET EVERYONE

Share their screen

When turned off, only hosts can share their screen

Send chat messages

When turned off, only hosts can send chat messages

Vision

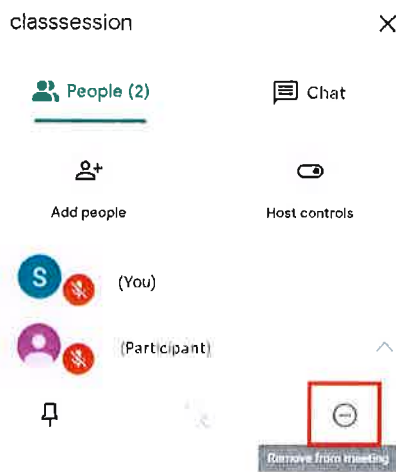
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3.2. Manage **Participants** (Admit / Remove)



If someone who's not meant to be there somehow manages to join your virtual classroom, you can easily remove them from the **Participants** menu.

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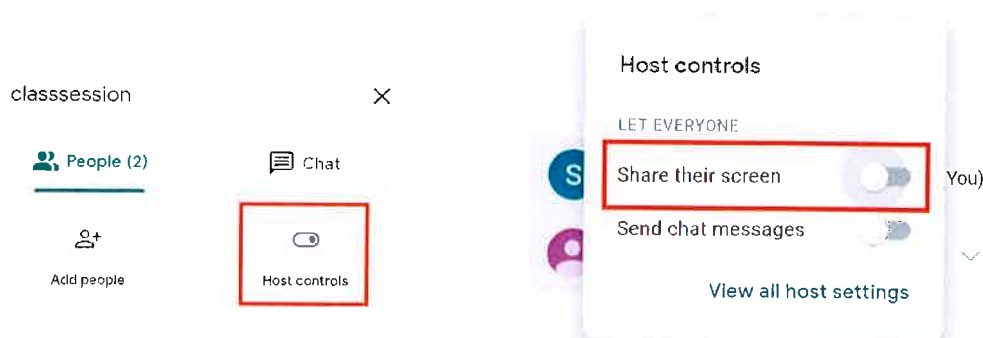


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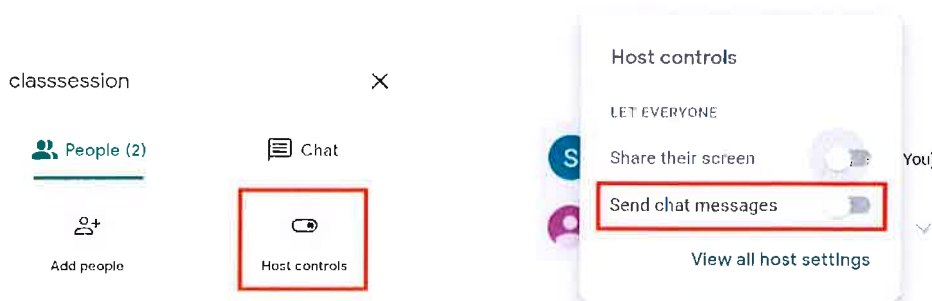
3.3. Control Screen Sharing

You can allow or prevent student's ability to share their screen by checking/unchecking the "Share Screen" feature in the "Host Controls" section.



3.4. Consider enable/disable the Chat option

By disabling the **Chat** feature you will restrict other participant from sending chat messages. Only the host will be able to send messages.



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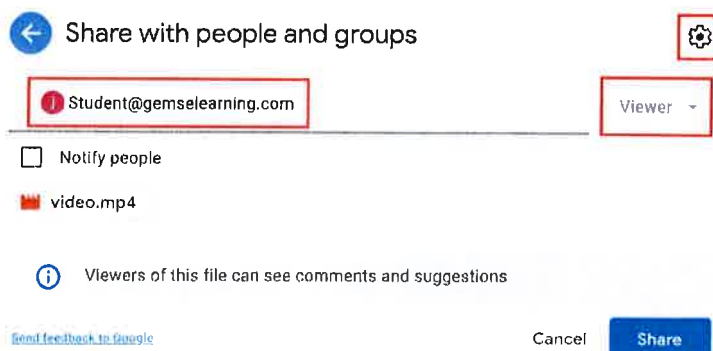
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3.5. Share **view-only links** with students

If you need to share a meeting recording with students, create a view-only link and share it. This way students will be able to view the recording but will not be able to download it.



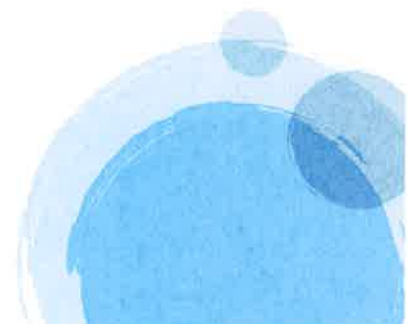
- Right-click on the recording you want to share and select "Share"
- Enter the student's email id and select Viewer on the right-hand side.
- Click on the gear icon in the top-right corner
- Uncheck both checkboxes** and click the return icon.
- Press "Share".

← Share with people settings

- ☐ Editors can change permissions and share
- ☐ Viewers and commenters can see the option to download, print, and copy

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4. FREQUENTLY ASKED
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QUESTIONS

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#	Question	Answer
1.	Why are you recording?	To facilitate 24-hour access for families and staff members, quality and safeguarding assurance of online classes, assessment monitoring, and the professional development of staff members.
2.	Who has access?	<p>Parents/guardians with students in the same class, teachers and staff members, safeguarding staff and IT technical support.</p> <ul style="list-style-type: none">• Parent / Guardians – Access available via students logins.• Students –<ul style="list-style-type: none">○ (Zoom): Authenticated student who has the link to the recording can view the recording.○ (Google Meet)#: Authenticated student with a link to the recording and also explicitly permitted by the teacher to view the recording.○ (Microsoft Teams): Students that participated in the meeting/class.• Teachers –<ul style="list-style-type: none">○ (Zoom): Teacher that organized the meeting can view the recording or any other teacher/staff member with the link to the recording.○ (Google Meet)#: Teacher that organized the meeting can view and download the recording.○ (Microsoft Teams): Teacher that participated in the meeting/class.• Safeguarding and other staff members –<ul style="list-style-type: none">○ (Zoom): Authenticated safeguarding or other staff member who has the link to the recording can view the recording.○ (Google Meet): Unless explicitly provided by the teacher or IT Administrator, safeguarding team and other staff members do not have access to the recordings.○ (Microsoft Teams): Unless explicitly provided or shared by the teacher or IT Administrator, safeguarding team and other staff members do not have access to the recordings.• IT Technical support –<ul style="list-style-type: none">○ (Zoom): IT Administrators who manage Zoom platform can view and download the recordings.○ (Google Meet): IT Administrators can obtain access to the recordings by taking control of the teacher's account or vault.○ (Microsoft Teams): IT Administrator can access the recording by taking control of the teacher's account. <p># Teacher has to explicitly control who they share the recording with (i.e. specific users, entire school or anyone with the link).</p>

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3.	How long will they have access?	<p>All individuals mentioned in point 2 above will have access to the recording for 21 days* – in accordance with the retention period configured.</p> <p>*However, downloaded copies of recordings stored on local computers of students and teachers can be held indefinitely (until deleted by the user). This practice should not be encouraged and all copies of recordings should be deleted by all individuals within the 21 day retention period.</p>
4.	Where is the data stored?	<p>The data is stored in the cloud storage of the service provider, as follows:</p> <ul style="list-style-type: none">• (Zoom): Recordings are stored on the Zoom cloud.• (Google Meet)* **: Recordings are stored on teacher's Google Drive (Google Cloud).• (Microsoft Teams)*: Recordings are stored in Microsoft Cloud (Azure Media Services). <p>* Downloaded copies of recordings would be stored on local computers or personal storage drives. This practice should not be encouraged and all copies of recordings should be deleted by all individuals within the 21-day retention period.</p> <p>** Google Meet download of recordings is available to teachers. Teachers have to explicitly restrict downloading option when sharing the link with students to view the recordings. Teachers should ensure restriction of downloading is activated accordingly to prohibit availability of local downloads.</p>
5.	What if I don't want my child to be recorded?	<p>Parents may opt out of their child being involved in the recordings by:</p> <ul style="list-style-type: none">(i) indicating this preference through the Parent Portal or GEMS Connect App; and(ii) muting their child's audio and turning off their child's video during the recorded portion of the class.

Monitoring and review is annual.

Signed

Date

IT Manager

Signed

Date February 2023

Principal/CEO

Policy review date: February 2024

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