



How-To-Document Resource: *How to maintain a secure and safe virtual meeting environment.*

Virtual Meeting Recommendations

In general, when using online meeting services, please consider the following recommendations.

- Do not record meetings... staff should not record online meetings while any student is a participant.
- Disable chat feature... staff should disable the chat feature while any student is a participant.
- Do not display student personal identifiable information during the meeting.
- Use the default setting "waiting room" on all meetings - this allows the host to select who can join the meeting manually.
- Use passwords to secure meetings.
- Use the random generated meeting ID feature ... limit the use of the personal meeting ID.
- Mute participants on entry.
- Be alert to any cyberbullying concerns by participants in the chat session.
- Do not allow student accounts to operate or remain in an online meeting without a teacher present.
- Do not post meeting invitations on social media.
- Due to the increased demand on Internet service providers and online service companies, staff need to plan for service limitations and service interruptions.
- If you are the host of a meeting, be sure to close all participants out of the meeting room when the meeting has ended.