

# 12 Tips for the Safe Use of Video Tools



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## 1. Assess the sensitivity of the subject matter that you will cover in the meeting/call.

For an introductory read on different ways of classifying data sensitivity, [please see here](#). If you have any concerns over subject matter, we encourage you to use KLR or MS Teams.



## 2. Create a waiting room.

Waiting rooms give the teacher control over who enters the call. Even if someone can access the invite without your permission, you can stop them from entering the room and disrupting the meeting or class.

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## 3. Use a meeting password.

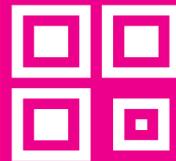
Users will not be able to enter the waiting room or meeting without the password. This is advisable to add security to the users who are in your meeting.

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## 4. Create a unique meeting ID/link for each meeting.

Hosting meetings in a unique room each time ensures that users who have permission for one meeting cannot use those credential to join other meetings.

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## 5. Communicate clear community guidelines at the beginning of the course and at the start of each meeting.

Provide students with clear expectations for the online interaction in your class.

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## 6. Disable screen sharing for non-presenters.

This ensures the presentation cannot be interrupted by attendees accidentally or intentionally sharing their screens.

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## 7. If necessary, lock a meeting once it starts.

Once the meeting gets going, you can prevent additional users from joining the call.

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## 8. Remove and/or block disruptive users.

Yourself, or your moderator, can remove users who are intentionally disrupting the session.

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## 9. Know how to disable users' camera and audio.

As a host or moderator, you may have the option to remotely mute a user and/or block their camera. Do this to minimise the disruption of rude or inappropriate behaviour.

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In Microsoft Teams, Hosts can mute participants, however they can unmute themselves. You cannot turn of the camera of an individual participant. [\(HOW TO\)](#)

## 10. Make sure only the host can enter the room before you.

In combination with the waiting room, this ensures the online room is clean before anyone enters.

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## 11. Disable Private Chat.

This makes it impossible for participants in a meeting from talking 1-to-1, which may be a medium for bullying or targeting.

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## 12. Disable File sharing in the chat.

To prevent disruptive or inappropriate media being shared in class, it is advisable to use your class environment in Brightspace, or your dedicated file environment to send files.

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