



## St Joseph's Catholic Primary School

# Online Safety Newsletter

April 2020



**Zoom** is a platform that allows video and audio conferencing, chats and webinars and is being used by millions of people as many people are now working from home, learning at home and remotely keeping in contact with family and friends.

In March 2020, Zoom added 2.22 million users worldwide; in the whole of 2019, it grew by 2 million. In other words, more people joined over the last month than in the whole of 2019.

### **Safer use of Zoom**

From 5th April 2020, Zoom are forcing users to password protect their meeting room. This is an important first step. Other things to do to protect your Zoom space are:

- Use a new meeting room each time (ie. don't use the personal meeting ID)
- Don't allow attendees to join before host
- Mute attendees on joining
- Turn screen sharing off
- Set up a 'waiting room'
- Lock your meeting room after you have started
- Don't publicise your meeting's link on social media
- Don't share the screenshot of everyone, especially when it shows the meeting ID
- Try to have someone whose job it is to 'manage the room' and focus just on doing that.
- Tell people what the Plan B is (ie. if you do have to abort the meeting where will the meeting move to and how can people rejoin)

Additionally,

- Avoid sharing personal information
- Turn off your video and microphone, unless it's needed.