



# VIDEO CONFERENCING:

Guidelines to Keep You and Your Students Safe



## TIP 1: ONLY USE SCHOOL / DISTRICT-APPROVED TOOLS

Only use secure software and tools to host video conferences with your students and school community. **Remember:**

- 1 **Do not host school business via unapproved tools.** Use only tools that have been provided or approved by your school or district.
- 2 **Carefully review meeting invitations.** Be wary of links sent by unfamiliar addresses.



## TIP 2: SECURE YOUR MEETING FOR ATTENDEES

Take security precautions appropriate for an educational setting. **Remember:**

- 1 **Only make meetings “public”** when necessary for the planned audience.
- 2 **Have a plan to terminate a meeting** if needed.
- 3 **Require a meeting password** and use features such as a waiting room to secure private meetings.
- 4 **Provide a link to the meeting directly to your students** and share passwords in a separate email.



## TIP 3: SECURE YOUR STUDENT OR SCHOOL'S INFORMATION

Only share data necessary to accomplish the goals of your meeting, consistent with privacy and legal guidance from your school or district. **Remember:**

- 1 **Manage screensharing, recording, and file sharing options.**
- 2 **Protect sensitive information** especially when screensharing and displaying school information.



## TIP 4: SECURE YOURSELF AND YOUR STUDENTS

Take precautions to avoid unintentionally revealing information and to ensure your home network is secure. **Remember:**

- 1 **Don't reveal information unintentionally.** Check your visual and audio surroundings to safeguard personal information.
- 2 **Consider your surroundings.** Move, mute, or disable virtual assistants and home security cameras.
- 3 **Check and update your home network.** Change default settings and use complex passwords for your Wi-Fi network.