INCREASING SAFETY IN A REMOTE LEARNING WORLD

SST | SAFER SCHOOLS TOGETHER

In a time where digital classrooms are becoming the new normal, staying safely connected with your students is imperative. There are certain precautions we can take in order to make the digital classroom a safe learning environment for everyone. In order to do so, let's take a look at some of the different software and platforms that can be used for these digital classrooms:

zoom

Google Classroom

All of these audio/video software programs are great resources to host your digital classroom. Each of them have their own user and privacy settings, so depending on the size of your classroom, the utility of built-in and add-on third party applications, and what you want the program to be able to do, each of them have their pros and cons. There are many Youtube videos and instructional guides on how to use these programs and what they can be utilized for.

Please keep in mind and share with your students that your school's Code of Conduct still applies to the remote learning environment.

let's talk safety

it's all about connection

In times where physical classrooms may not be an option, connection with your students in a safe remote setting is crucial for their emotional and mental wellbeing.

when it comes to privacy

There are many privacy and safety precautions you can take with video conferencing software such as Zoom, MS Teams, and Google Classrooms. Know how to protect yourself and your students by:

- **Not posting the *link* to your classroom publicly (share directly with students and parents)**
- **Require a *password* to your classroom**
- **_Disable_ any features that may allow students to have unsupervised interactions**
- **Know where the *mute* button is - you are going to need it; know how to mute others as the Host of the call**

Add a disclaimer to your communications with students and parents to remind them that these are private sessions and although conducted remotely via the internet, it is expected that no content from these sessions will be documented without consent, distributed online outside of these conversations/sessions, and that no third-party capture or social sharing of these sessions will occur.

CREATING A SAFE ONLINE CLASSROOM USING 🎥 zoom

Before creating an online classroom using Zoom, it is highly recommended that you download the Zoom desktop client as the desktop client provides more security, even if you are utilizing the enterprise license.

Join a Meeting

Sign In

You can Host a Meeting Immediately or Schedule a Meeting for later

New Meeting ⌄

Join

Schedule

Share screen ⌄

03:57 PM
April 7, 2020

Mr. Matthew's Digital... ⋯ **Start**

4:00 PM - 4:30 PM | Starts in 3 minutes

Meeting ID: 773-025-079

Schedule a Meeting

1. Create a Name/Topic

Schedule Meeting

Topic

Mr. Matthew's Class

2. Choose a date/time & duration

Start: Mon April 27, 2020 ▼   10:00 AM ▲▼

Duration: 1 hour ▼   30 minutes ▼

3. If you are going to have this 'meeting' every Monday at 9:00 am, for example, you can choose to make this 'meeting' recurring

☐ Recurring meeting   Time Zone: Pacific Time (US and Canada) ▼

4. Create a strong Password for your 'meeting''. Do **not** share this Password publicly - only share it with your students and/or their parents

Password

☑ Require meeting password   MrM-0427   ⑦

5. Decide whether or not participants can show their video

Video

Host: ● On   ○ Off   Participants: ● On   ○ Off

6. If your students do not have access to an internet-enabled device, you can select 'Telephone' under 'Audio' to allow them to phone into the call instead. If students phone in, they will only be able to access the audio portion of the 'meeting'

Audio

○ Telephone   ○ Computer Audio   ● Telephone and Computer Audio

Edit

7. Under 'Meeting Options', Enabling the 'Waiting Room' feature and Disabling the 'Join Before Host' features is highly recommended. This way, students will have little to no private, unsupervised interaction with each other before you join. You may also choose to 'Mute Participants Upon Entry'; you will have to 'Unmute' your participants later in order to hear them

Advanced Options ⌃

☑ Enable waiting room

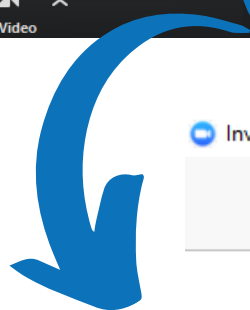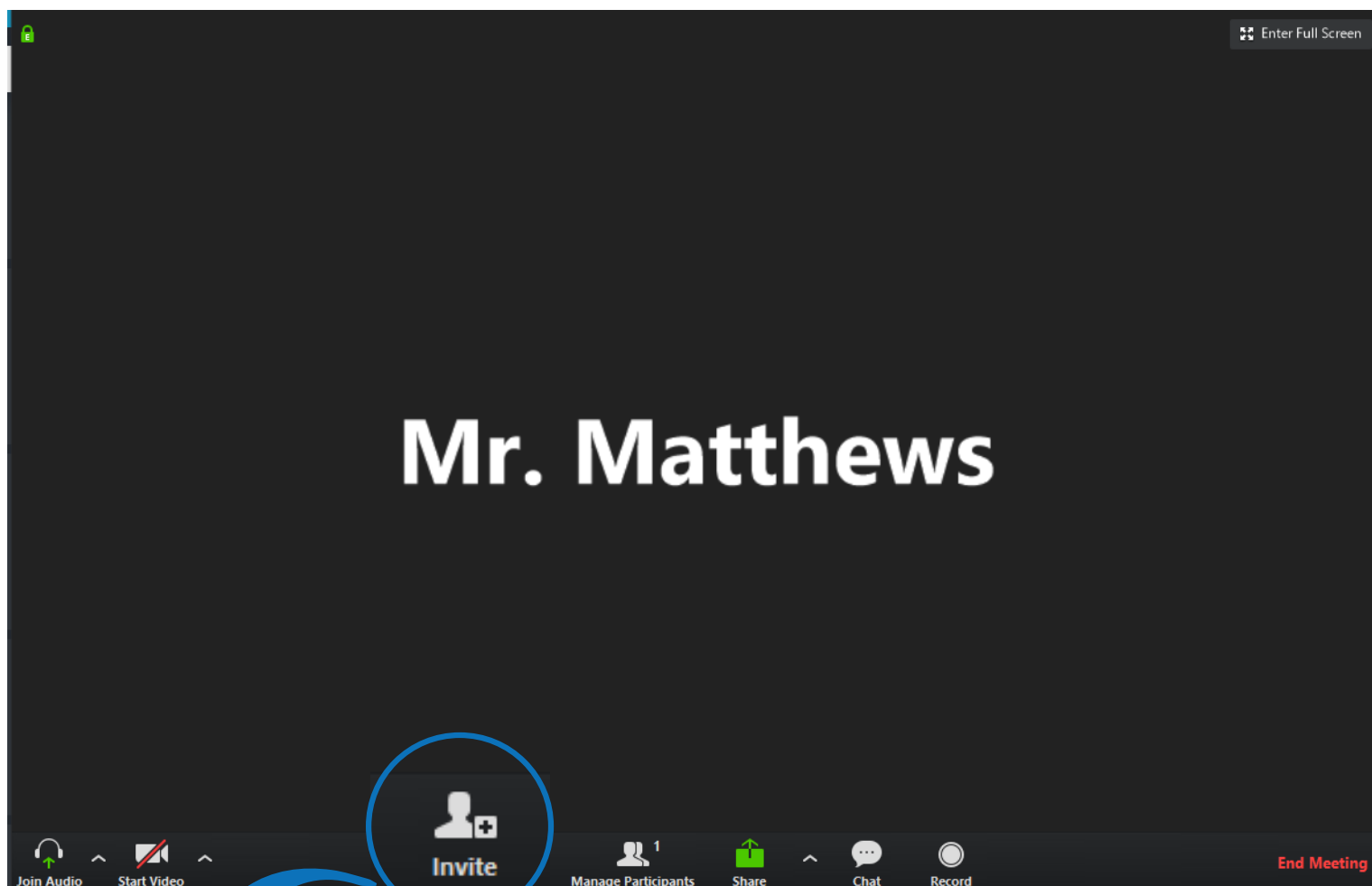☐ Enable join before host

☐ Mute participants on entry

☐ Automatically record meeting on the local computer

Once you are finished configuring the Meeting Options, click 'Save'

[Save]   [Cancel]

Once in your Zoom 'meeting', you should see your 'meeting' screen

Mr. Matthews

Join Audio Start Video **Invite** Manage Participants Share Chat Record **End Meeting**

Enter Full Screen

Invite people to join meeting 476-965-333
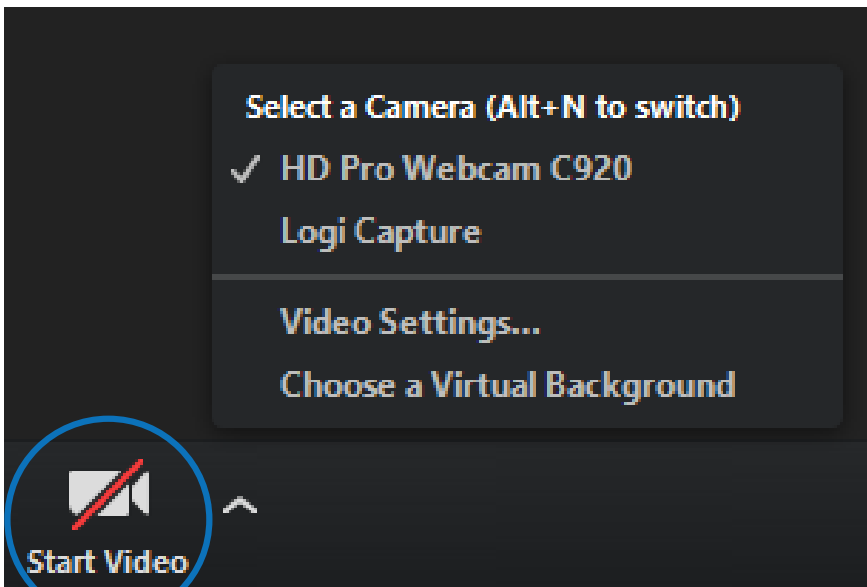
Invite by Email Invite by Contacts

Choose your email service to send invitation

Click ' Invite' to invite your students by email. You can also copy the URL link to the meeting to distribute

Default Email Gmail Yahoo Mail

Copy URL Copy Invitation Meeting Password: **187147**

The 'Start Video' button will share your video with your students. You can click the ^ button beside it to configure your video settings or choose which camera you wish to share, if you have more than one

Additionally, you can choose to 'Stop Video' by pressing the same button. You will know if your video is on or off depending on if there is a strike through the camera button
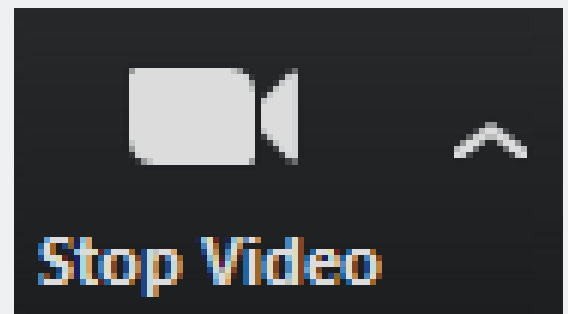

When multiple people join, you will be able to see them on your screen - this is an example of the 'Gallery View'

Invite | **Manage Participants** ³ | **Share** | **Chat** | **Record**

Here you can see everyone who has joined or is trying to join if you have created a 'Waiting Room' by clicking on 'Manage Participants'

The Participants tab will open up to the right of your screen

Participants (4)

1 person is waiting

NC Nick   [Admit] [Remove]

Nick is waiting to be admitted into the classroom! We can either 'Admit' or 'Remove' if he is an unwanted guest

3 participants in the meeting

MM Mr. Matthews (Host, me)

B Beyonce.

J Jordan
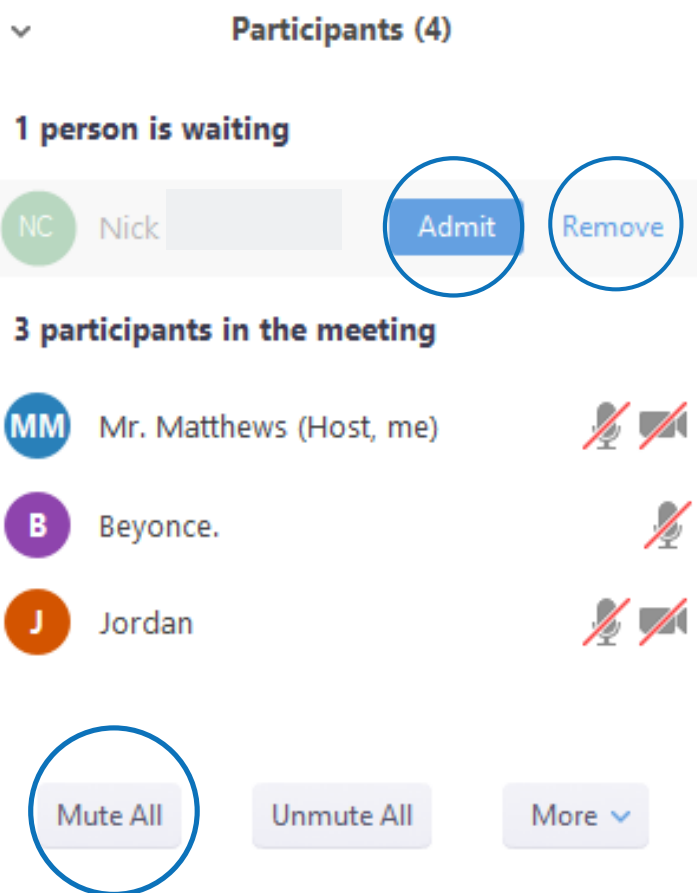
Depending on your settings, you may also want to 'Mute All' to turn off the audio from all students

[Mute All]   [Unmute All]   [More ∨]
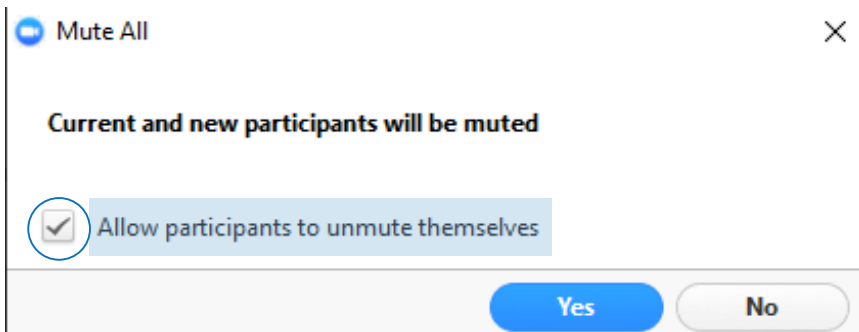
If you do choose to 'Mute All', you can also give them the privilege of allowing them to unmute themselves, or not, depending on what is going to work for your classroom

Mute All   ✕

Current and new participants will be muted

☑ Allow participants to unmute themselves

[Yes]   [No]

More ✓

✓ Mute participants on entry
✓ Allow participants to unmute themselves
✓ Put attendee in waiting room on entry
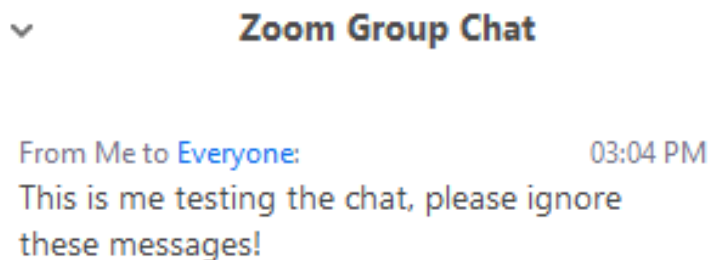   Play enter/exit chime
   Lock meeting

ic
t working

These audio & entry settings can always be found and changed later under the 'More' button beside the 'Mute All' and 'Unmute All' buttons in the 'Manage Participants' tab
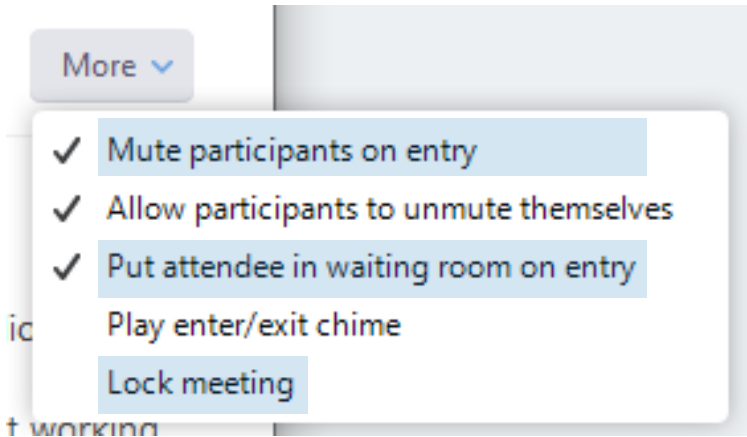
It is highly recommended that you enable the 'Lock Meeting' function once all of your participants have arrived in order to exclude others from entering

Invite   Manage Participants ³   Share   Chat   Record
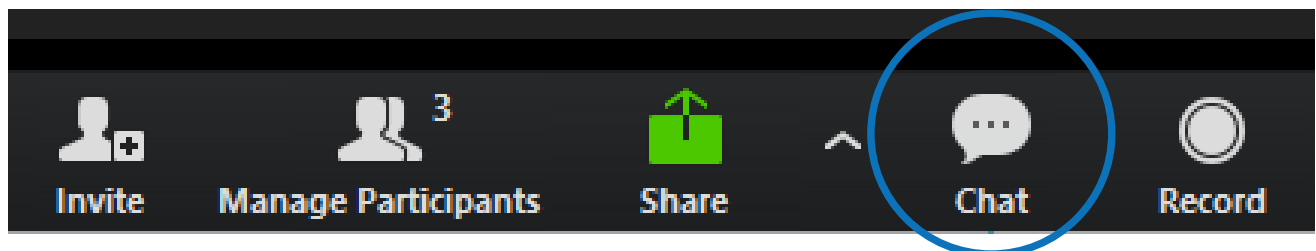
Click the 'Chat' button to open the chat log on the right-hand side of your screen

✓   **Zoom Group Chat**

From Me to Everyone: 03:04 PM
This is me testing the chat, please ignore these messages!

At the bottom of the chat, there is a 'More' button, click this button to change the chat settings - it's a good idea to "Allow attendees to chat with: *Host Only*" in order to avoid unattended interaction between students

More ✓

Save chat

Allow attendees to chat with:
✓ Host only
   Everyone

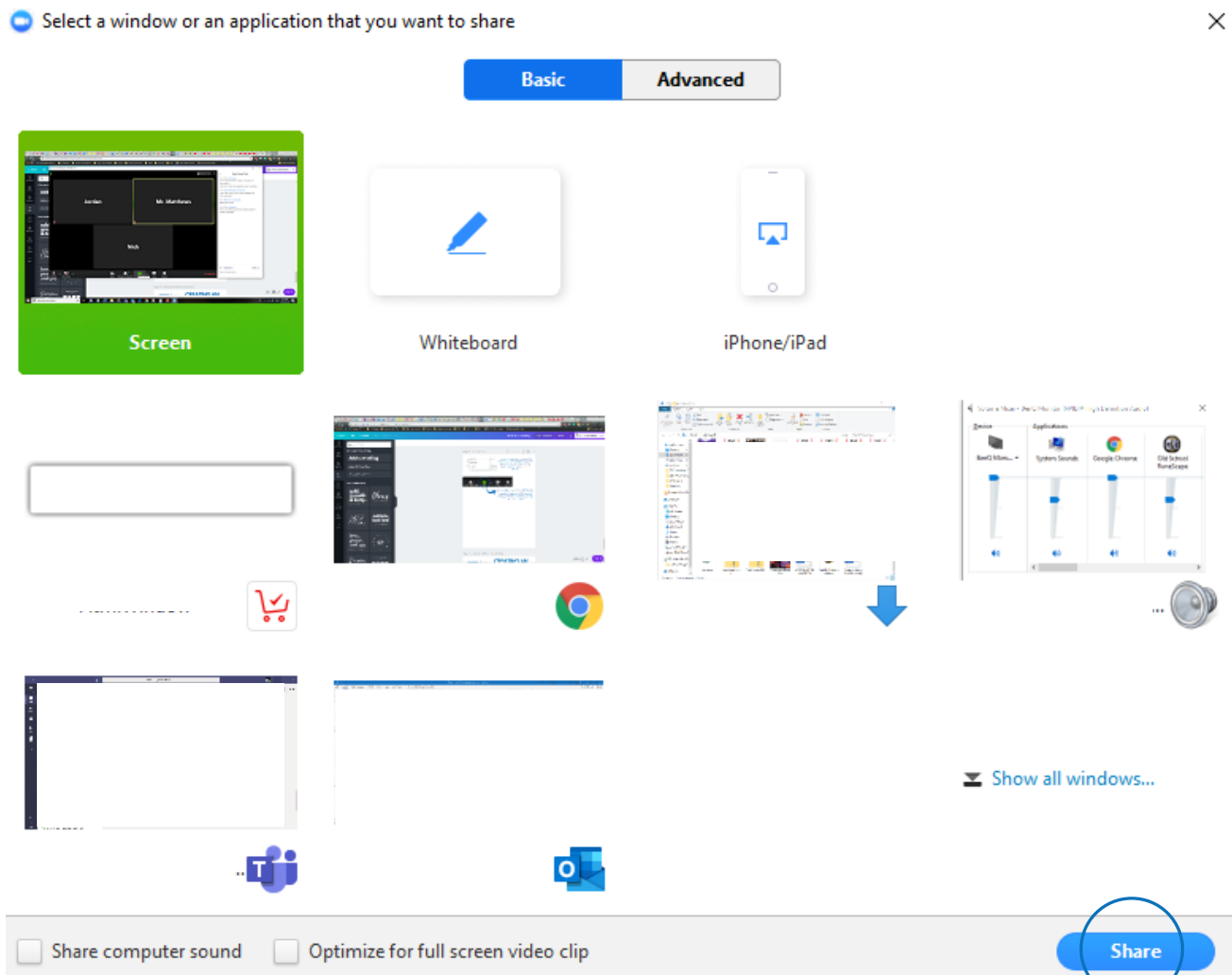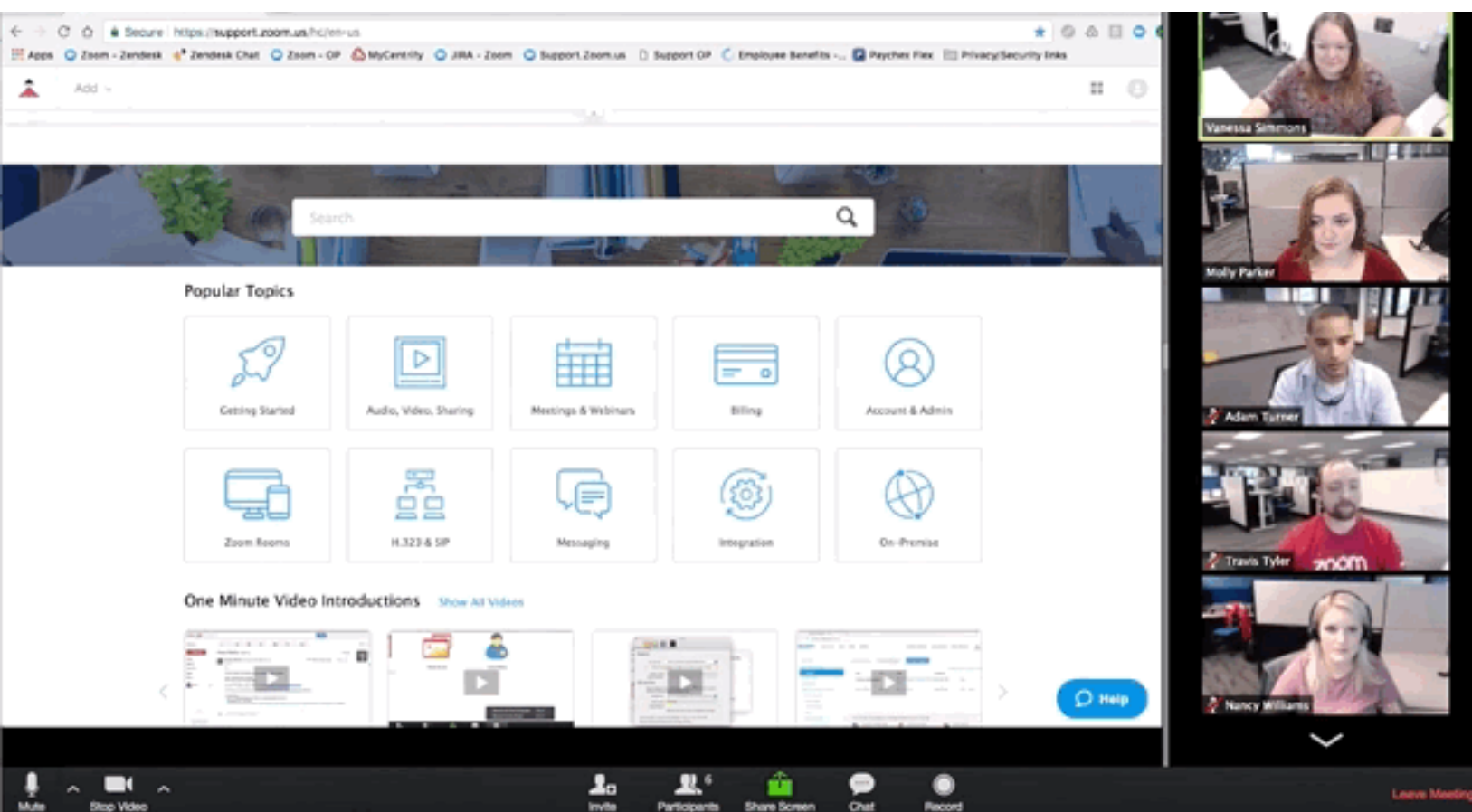**To:** Everyone ▾   More ▾

Type

✓ Everyone

Jordan

Nick
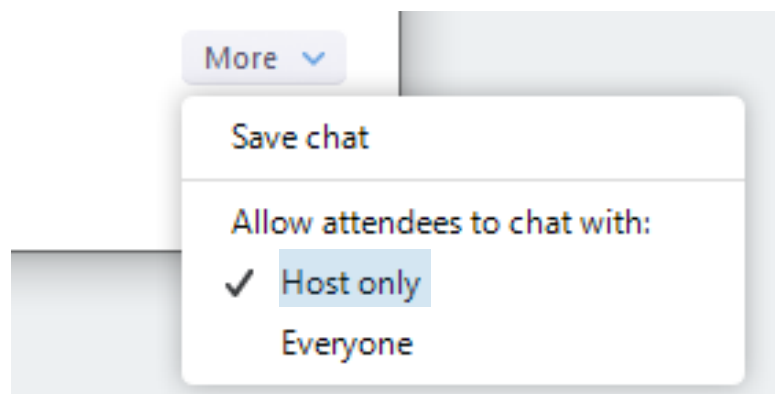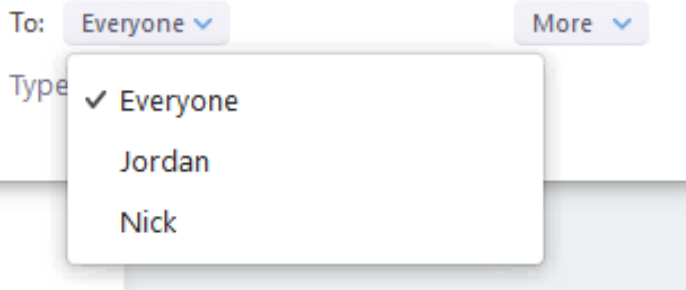
The host may also choose who they want to send their instant message to - the whole room, or maybe just one student who needs to calm down or has a private question

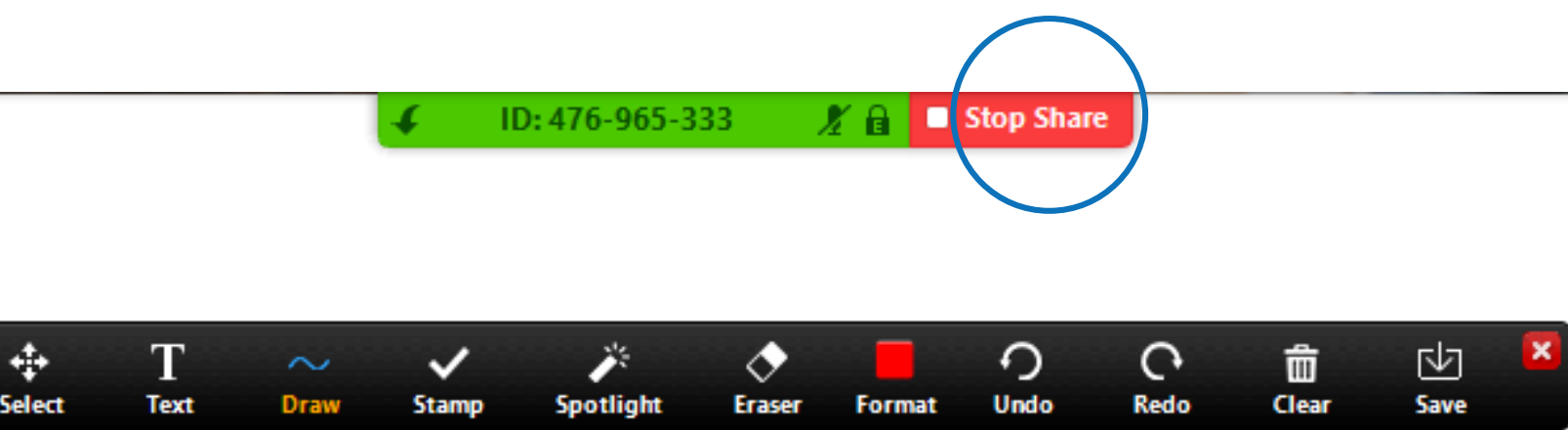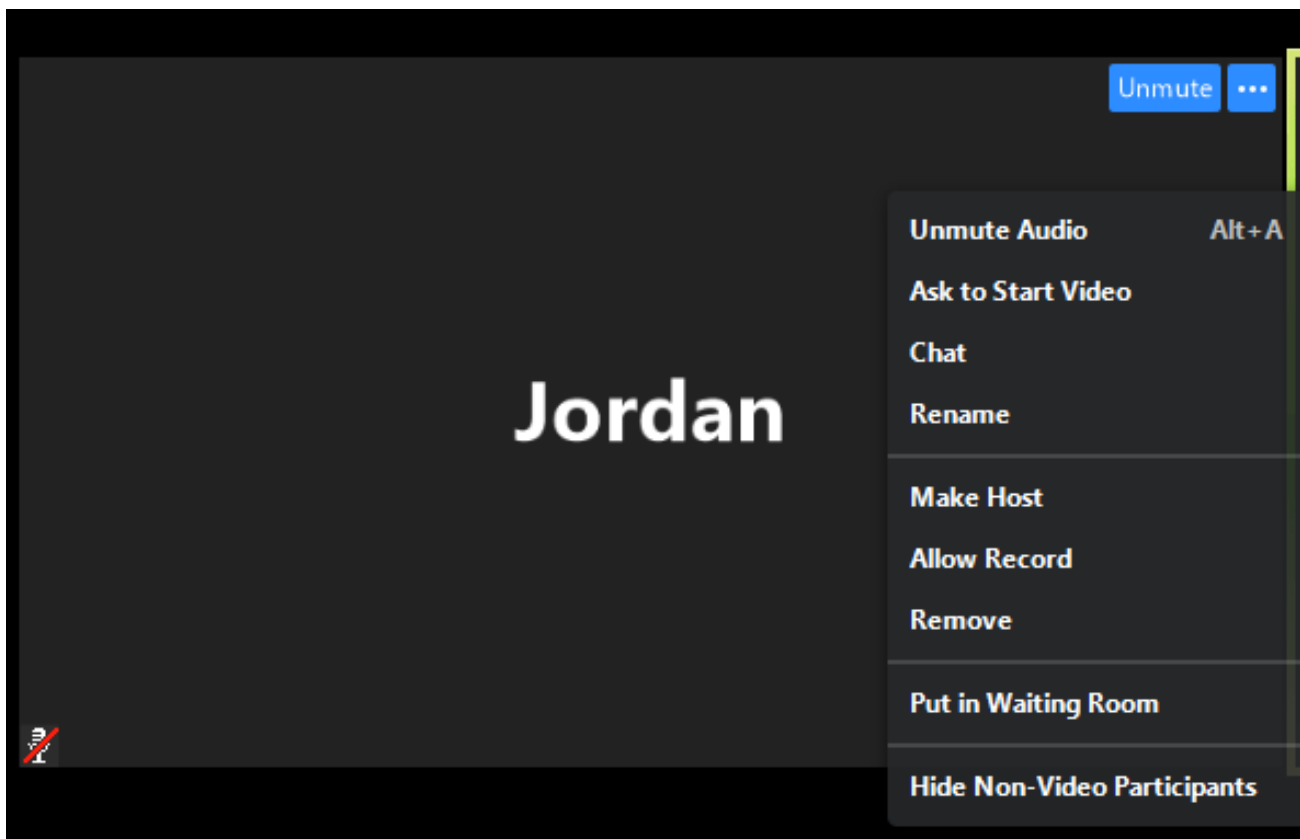**Manage Participants** 3   **Share**   ^   **Chat**   **Record**
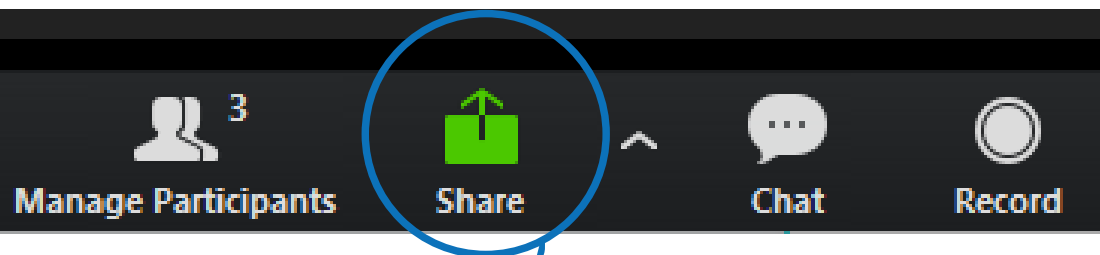
If you'd like to share your screen (perhaps to view a PowerPoint together with the whole class, look at an article, or use a whiteboard function to draw) you can click the 'Share' button

Select a window or an application that you want to share   ✕

Basic   Advanced

Screen

Whiteboard

iPhone/iPad

Show all windows...

☐ Share computer sound   ☐ Optimize for full screen video clip   **Share**

To stop sharing, simply click the 'Stop Share' button

ID: 476-965-333   Stop Share

Select   Text   Draw   Stamp   Spotlight   Eraser   Format   Undo   Redo   Clear   Save

Unmute **···**

Jordan

Unmute Audio   Alt+A

Ask to Start Video

Chat

Rename

Make Host

Allow Record

Remove

Put in Waiting Room

Hide Non-Video Participants

By right-clicking on a specific member, you can achieve a number of different settings:

- mute/unmute user
- ask user to start/stop video
- privately chat with user
- rename the user
- remove the user from the call
- put the user in Waiting Room
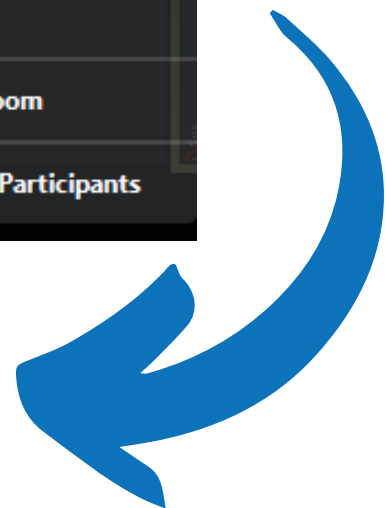
PLEASE NOTE: It is highly recommended that you do NOT make any students the Host or Co-Host. If you do so, that student will have full control over the call.

Ending your Zoom 'meeting'/class

To end your 'meeting'/class, click the 'End Meeting' button on the bottom right of the screen. This will prompt the following pop-up:
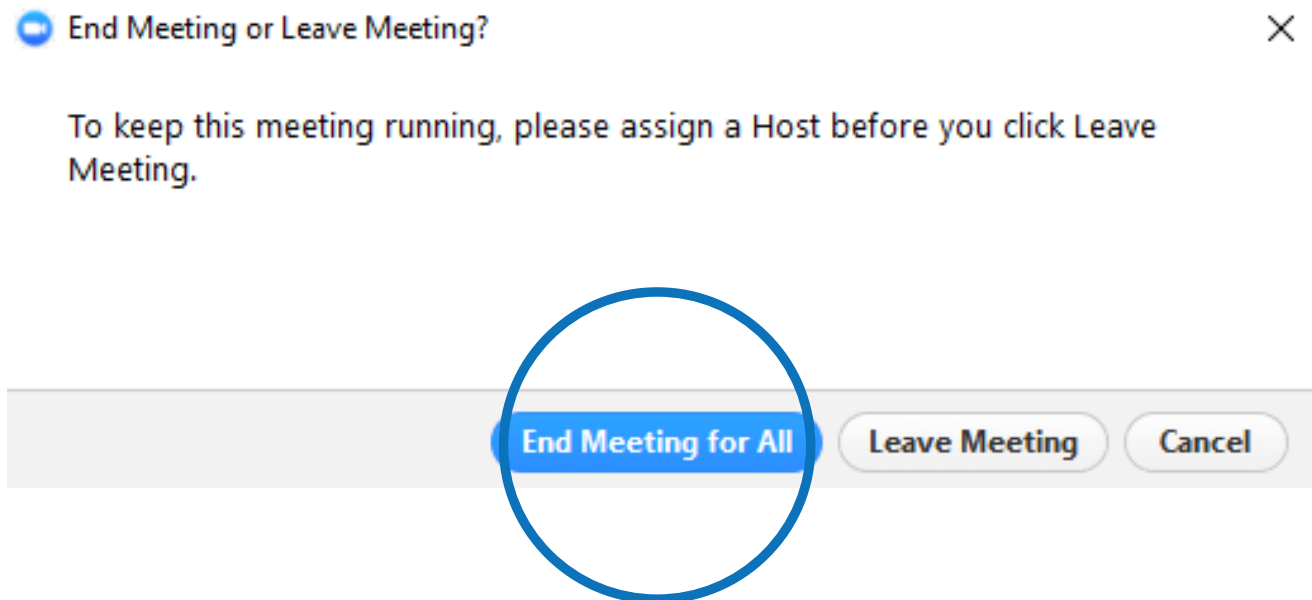
PLEASE NOTE: It is highly recommended that you 'End Meeting for All' in order to ensure students are not left unattended.

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CREATING A SAFE ONLINE CLASSROOM USING Microsoft Teams

Enter your work, school, or Microsoft account.

Sign-in address

Sign in

Before creating an online classroom using Microsoft Teams, it is highly recommended that you download and install the Microsoft Teams desktop client as the desktop client provides more security, even if you are utilizing the enterprise license.
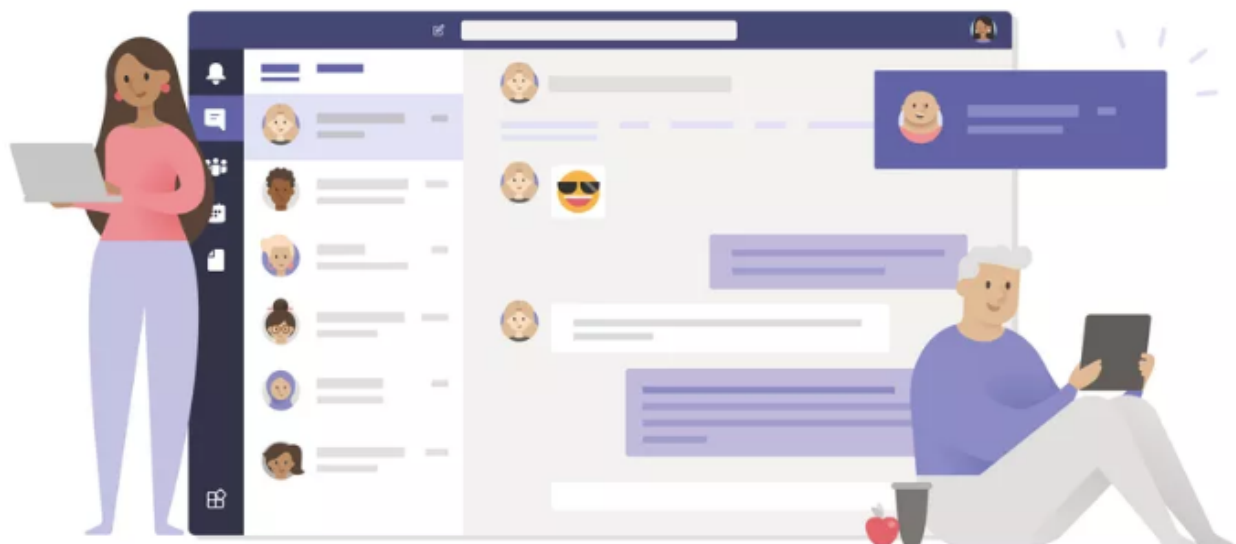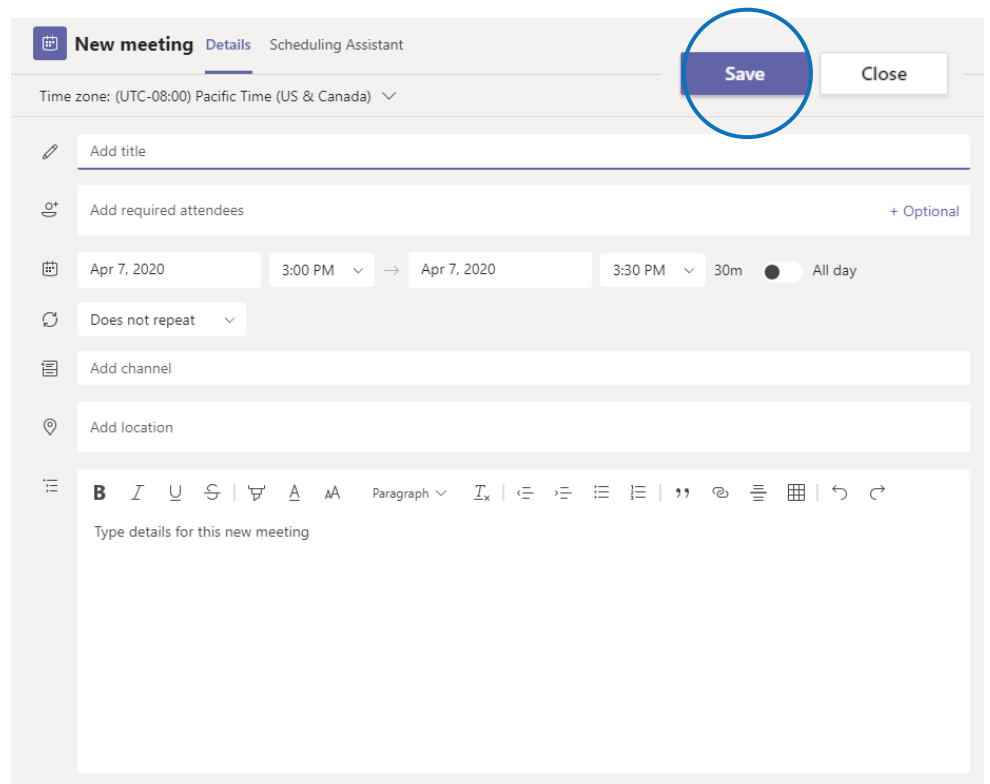
# You can Host a Meeting Immediately or Schedule a Meeting for Later

To Schedule a Meeting for later, click on the 'Calendar' tab to the left of the Microsoft Teams client. This will open up your calendar view
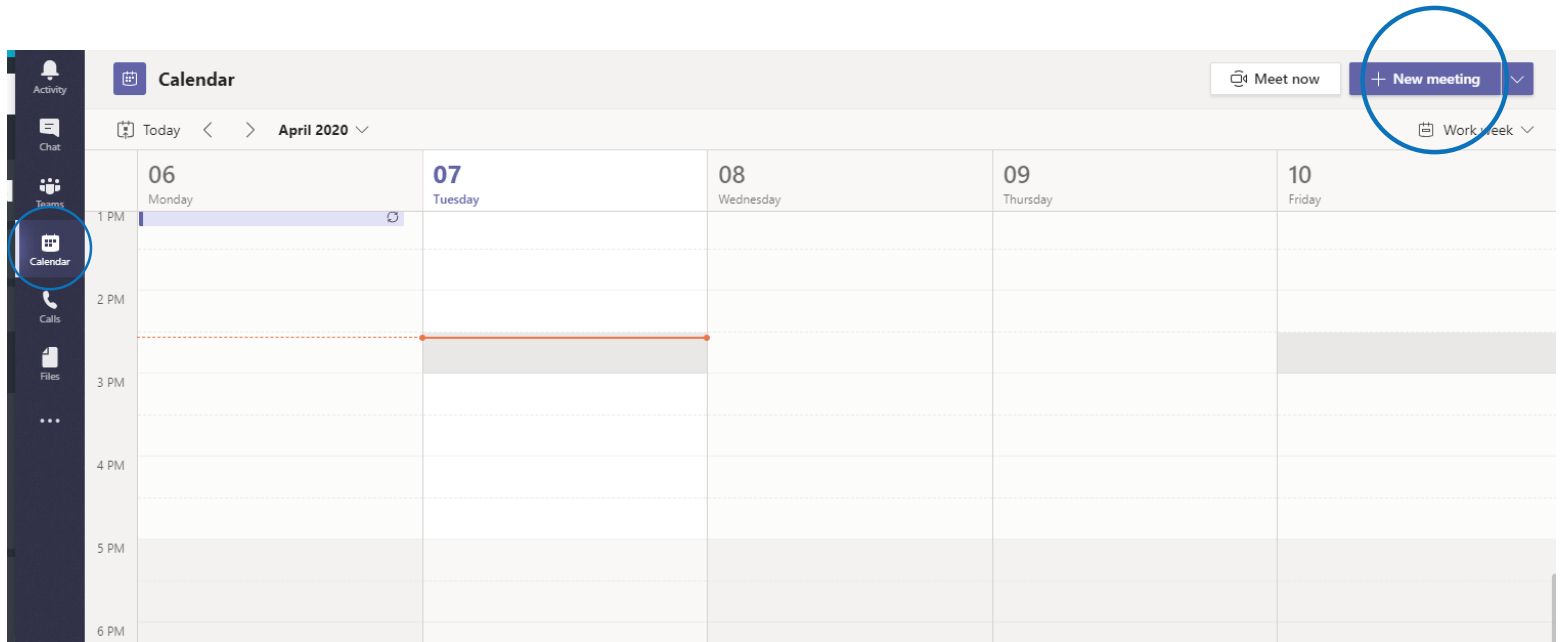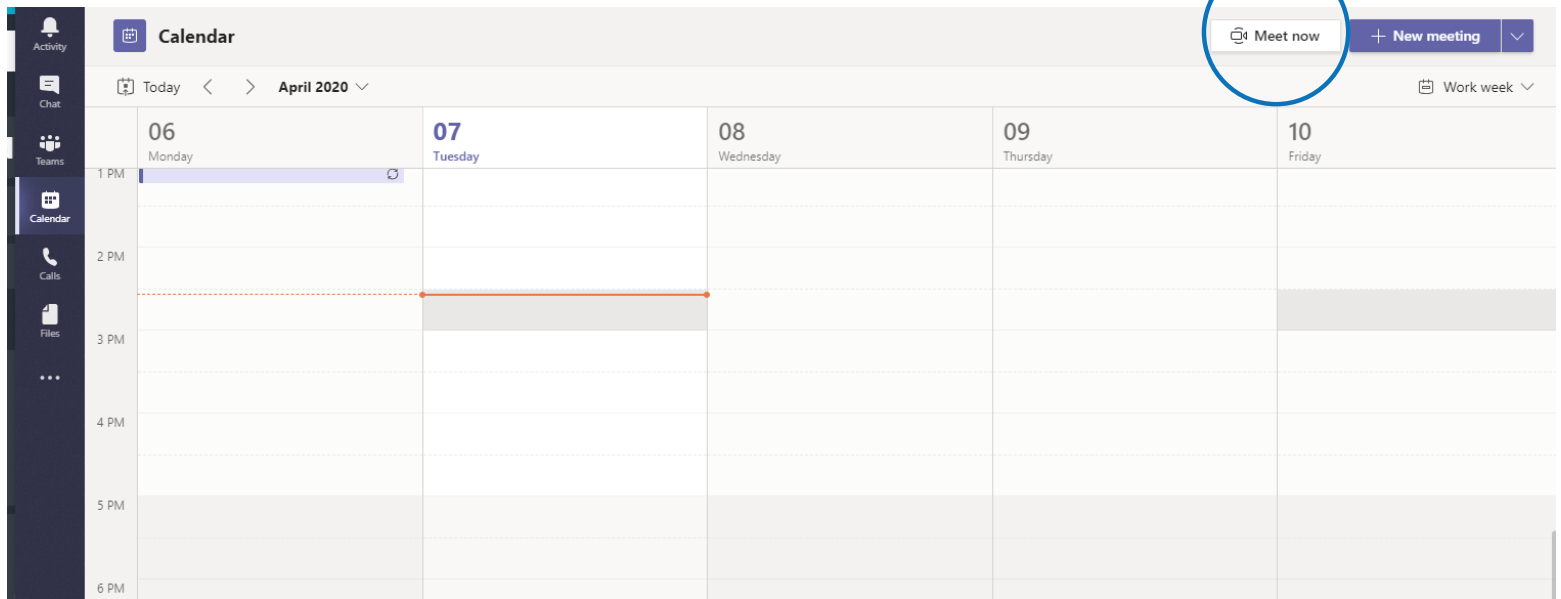

Next, click the '+ New Meeting' button on the top right of the screen. This will prompt you to fill in the information, then click 'Save'
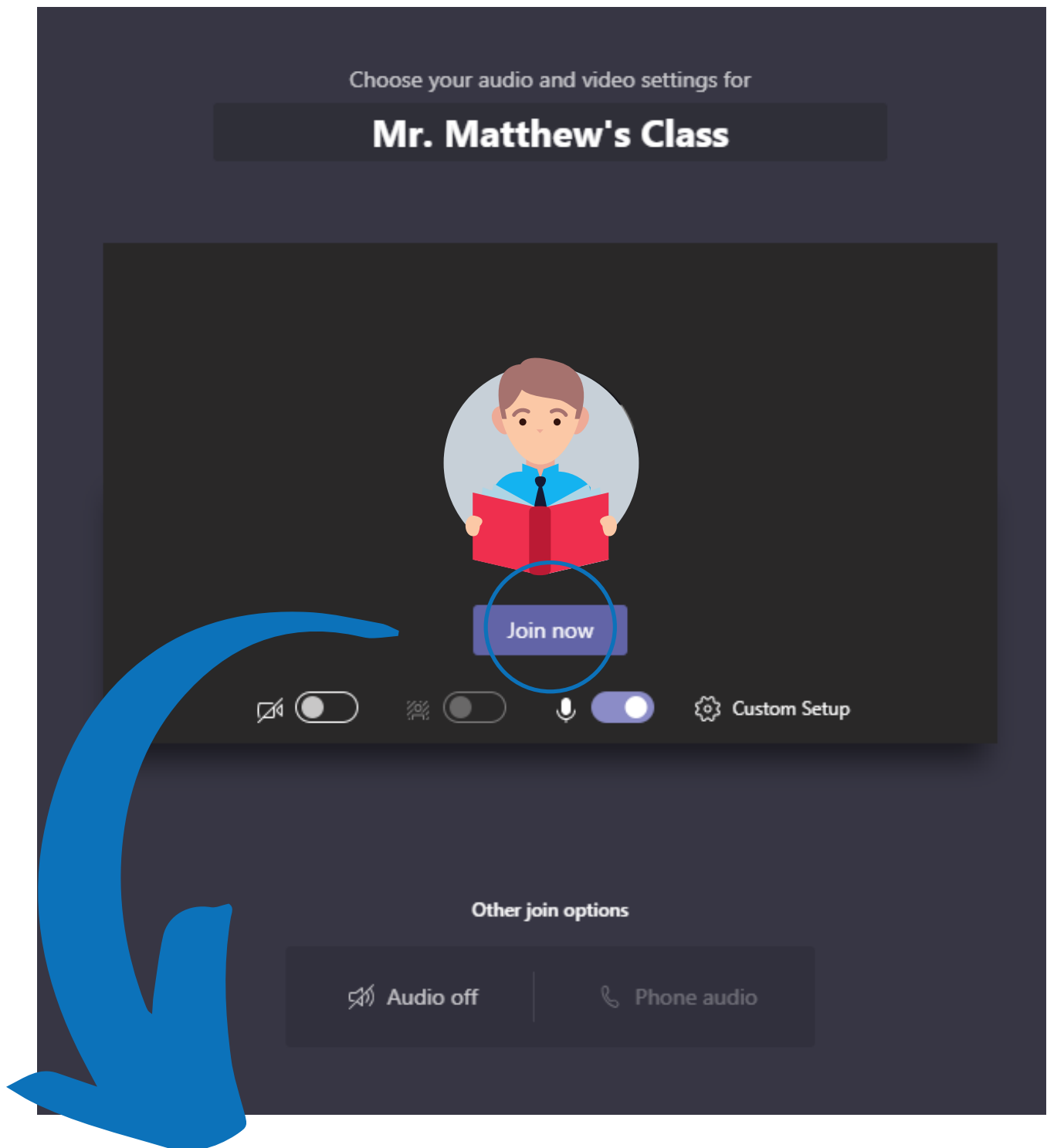
Your meeting will now be seen by all attendees invited both in teams and by email
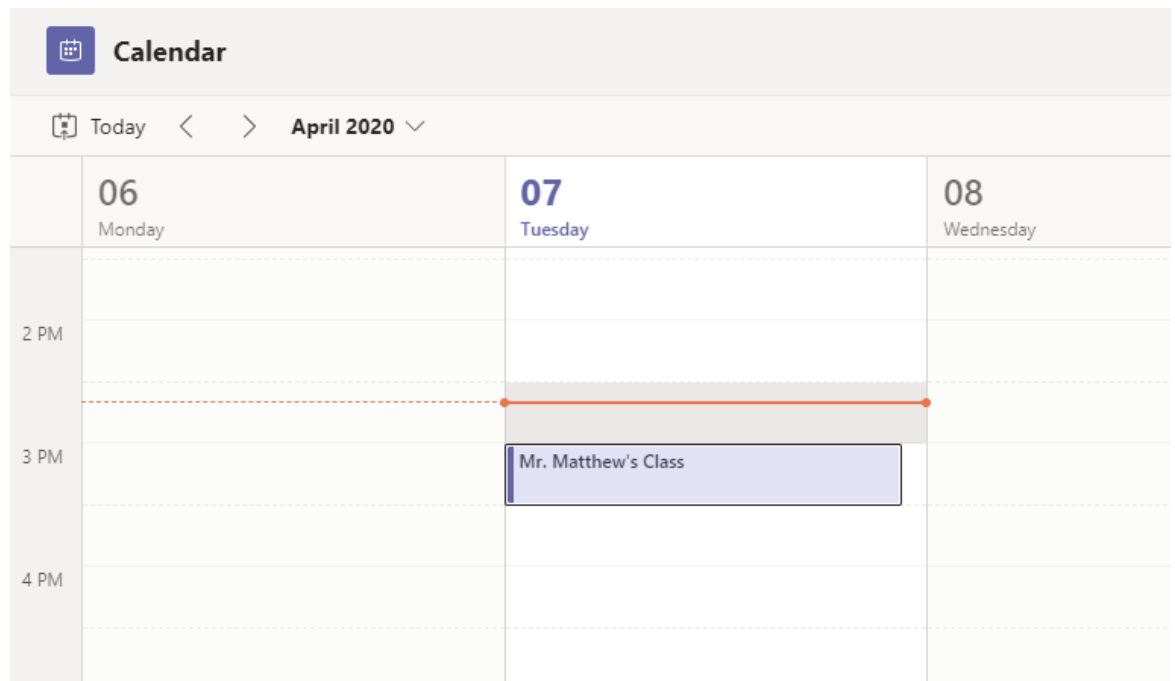
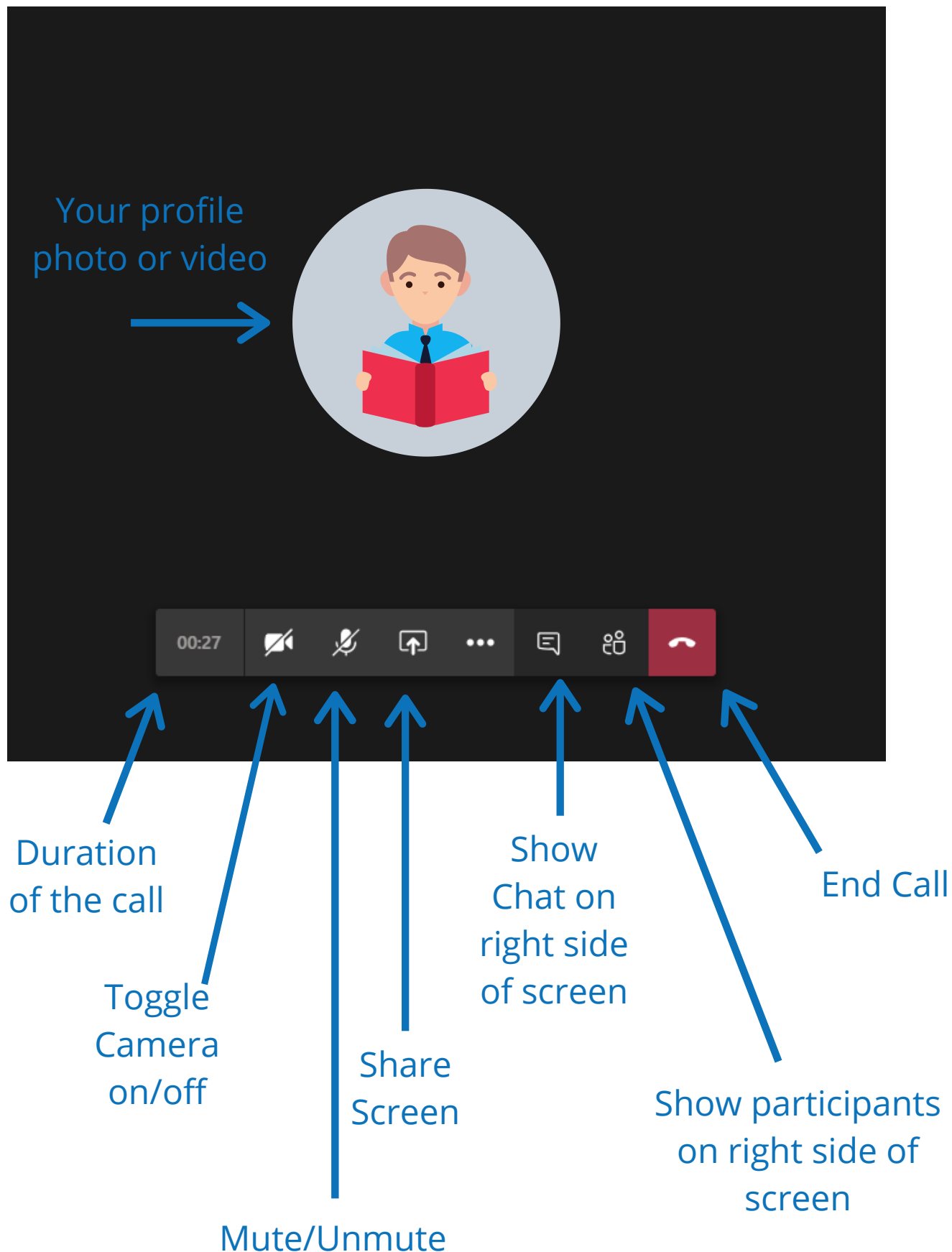To begin a meeting immediately, click the 'Meet Now' button in the 'Calendar' tab

Once you begin a meeting, you will have an option to configure your video and audio settings

Choose your audio and video settings for

Mr. Matthew's Class

Join now

Custom Setup

Other join options

Audio off | Phone audio

When you are ready to begin, click the 'Join Now' button

In the meeting

Your profile photo or video

00:27

Duration of the call

Toggle Camera on/off

Mute/Unmute

Share Screen

Show Chat on right side of screen

Show participants on right side of screen

End Call

To mute or remove a specific student, click the 'Show Participants' button and right-click the name of the student you wish to mute or remove
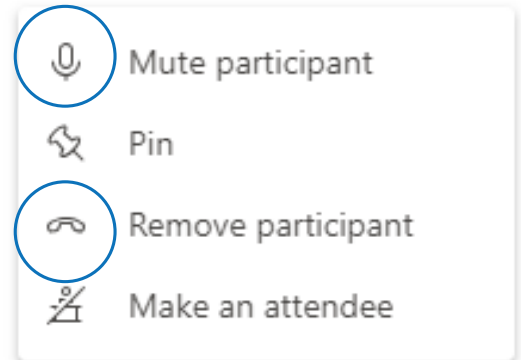
Currently in this meeting (2)

Lauren

Colton

Mute participant

Pin

Remove participant

Make an attendee

Call with Joshua, Sarah and Babak   02.01
Web Preview

Babak Shammas

Joshua Vanburen

Sarah Roach

CREATING A SAFE ONLINE CLASSROOM USING Google Classroom

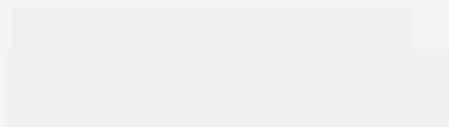SST | SAFER SCHOOLS TOGETHER

via G Suite for Education

Before creating an online classroom using Google Classroom, you will have to sign in

Google Classroom

Classroom helps classes communicate, save time, and stay organized.
Learn more

CONTINUE

By joining, you agree to share contact information with people in your class. Learn more

Click the '+' button to create your first class

+ ⠿

Create or join your first class!

Create class

Class name (required)
Mr. Matthew's Class

Section
2.1

Subject
Science 9

Room
301

Fill in the fields under 'Create Class' to keep your classes organized and let the students know which subject they will be learning

Cancel   Create

A 'Class Code' will automatically be generated for you to share with your students in order for them to join the class

Stream   Classwork   People   Grades

Mr. Matthew's Class

2.1

Class code 3rjvs2x ⟦ ⟧

Mr. Matthew's Class

2.1

Class code 3rjvs2x

Select theme
Upload photo

For

Mr. Matthew'... ▾   All students ▾

Share with your class
Hello students! Don't forget your biology project is due on Tuesday! If you need more time - please contact me!

📎 Add   Cancel   **Post** ▾

As the teacher, you can create Posts that your entire classroom can view and comment on

Mr. Matthews
4:49 PM

⋮

Hello students! Don't forget your biology project is due on Tuesday! If you need more time - please contact me!
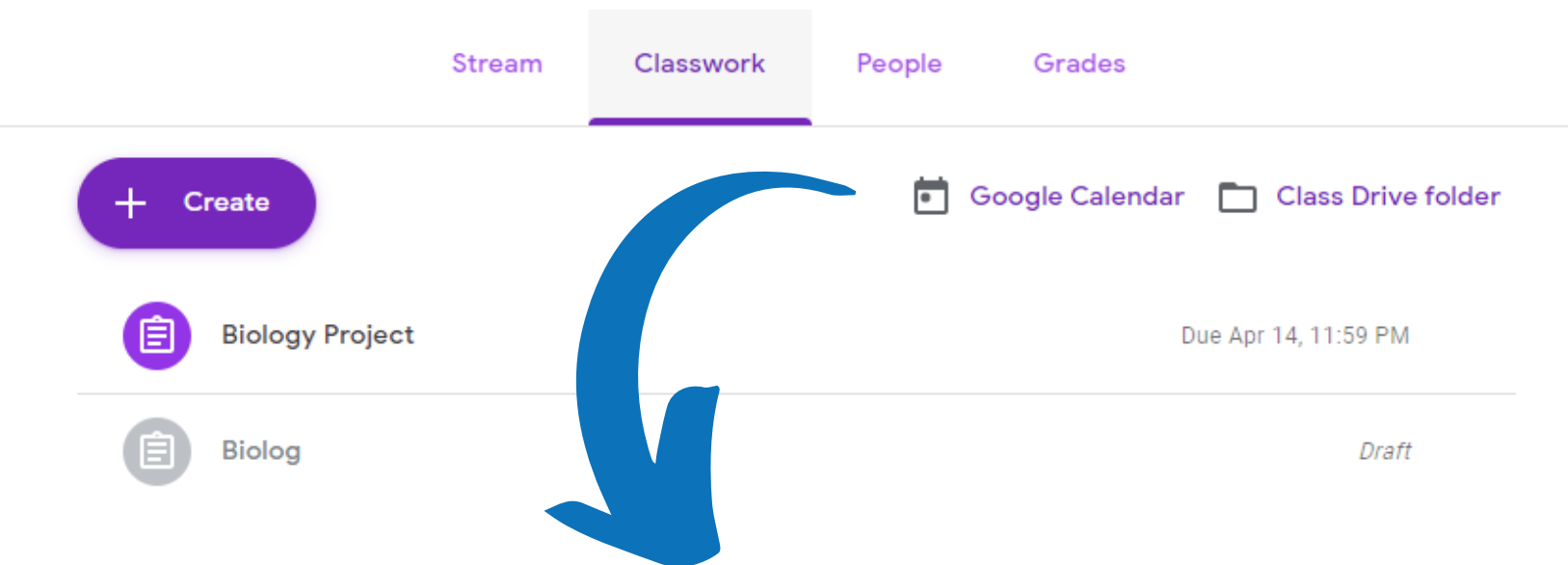
1 class comment

Lauren   4:50 PM

I need more time!

Under the 'Classwork' tab at the top of the screen, you can find and create projects, quizzes, and more for your students as well as give them due dates

Stream   **Classwork**   People   Grades

+ Create

Biology Project   Due Apr 14, 11:59 PM

Biolog   *Draft*

Google Calendar   Class Drive folder

You can schedule a video conference by clicking the 'Google Calendar' button under the 'Classwork' tab
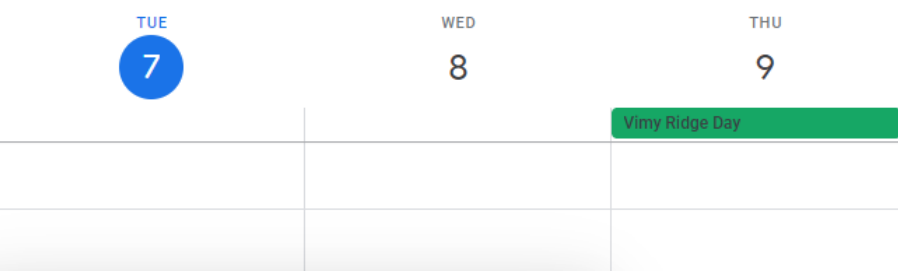
TUE
7

WED
8

THU
9

Vimy Ridge Day

Virtual Class Meeting

Event

🕐 9 Apr 2020   1:00pm – 2:00pm   9 Apr 2020
👥 Add guests

📍 Add location

📹 Add conferencing

☰ Add description
📅 ● Mr. Matthew's Class 2.1 ▾

More options   Save

Virtual Class Meeting
1 – 2pm

Click anywhere on the Calendar to schedule a meeting

Make sure your date and time are set correctly, then proceed to 'Add guests', 'Add conferencing', and 'Add description' of the class

×

Virtual Class Meeting

Event

🕐 9 Apr 2020   1:00pm – 2:00pm   9 Apr 2020   ←——

👥 Add guests   ←——

📍 Add location

📹 Add conferencing   ←—— Set to 'Hangouts / Meet'
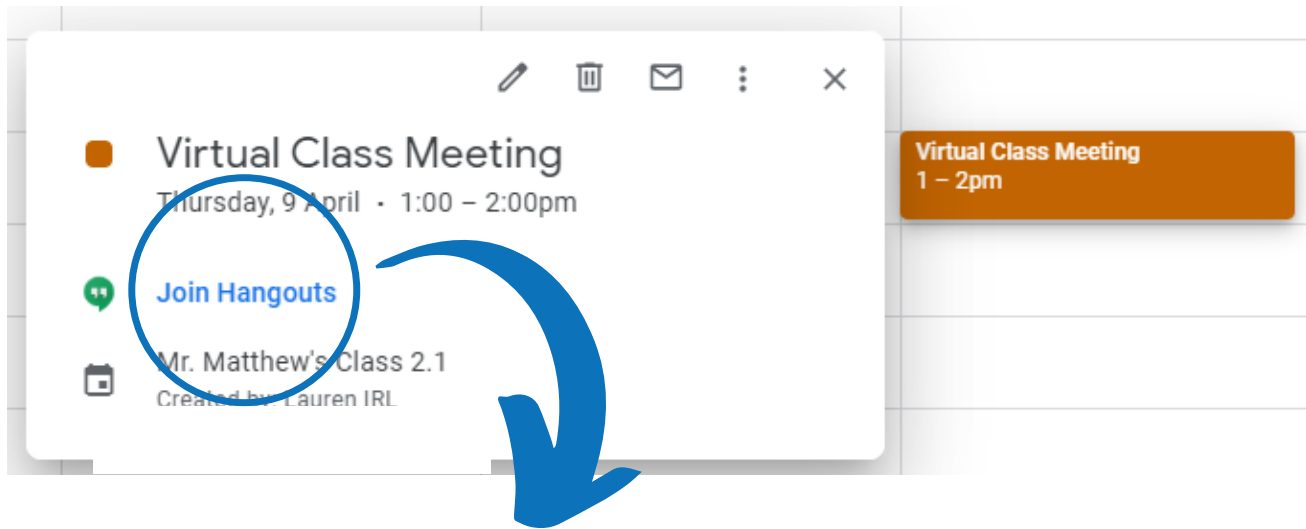
≡ Add description   ←——

📅 ⬤ Mr. Matthew's Class 2.1 ▾

THU

9

Vimy Ridge Day

More options   **Save**   ←——

Make sure to click 'Save'

Now all students in your class will be able to see the scheduled 'meeting'

Virtual Class Meeting
1 – 2pm

To join a 'meeting', click once on the event in the calendar, then click the 'Join Hangouts / Meet' button

Please note: G Suite for Education uses multiple applications to optimize the remote learning experience. Although you are booking your sessions in the Google Calendar via Google Classrooms, the video conferencing software use (Google Hangouts Meet) is located in a U.S. based server. It is recommended to utilize virtual meeting platforms that are FOIPPA compliant.

Notes on

G Suite for Education

G Suite for Education uses a collection of Google Applications

These include:
- Google Classroom
- Google Hangouts Meet
- Google Docs
- Google Sheets
- Gmail
- Google Drive
- Google Calendar
- and more!

G Suite for Education

Note to Educators:
If you are using a licensed version of G Suite for Education provided to you by your school or school district, you will have access to advanced safety features that unlicensed users do not have access to.

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Resources to avoid video-bombing

Video-bombing is the action of an unexpected appearance by individual(s) who were not expected to appear. To prevent this from happening in your remote learning environment, here are some resources:

How to avoid Teams Bombing

- **https://regarding365.com/how-to-stop-teams-bombing-61c5beed8b27**

How to avoid Zoom Bombing

- **https://saferschoolstogether.com/news-events/how-to-avoid-being-zoom-bombed/**

Resources on safety & security

For more resources on the safety, security, and privacy policies of Zoom, Microsoft Teams, and Google Hangouts Meet, please see the Increasing Safety in a Remote Learning World Guidelines:

https://saferschoolstogether.com/wp-content/uploads/2020/04/Increasing-Safety-in-a-Remote-Learning-World-Guidelines-2020.pdf