



## **ONLINE SECURITY BEST PRACTICE POLICY**

Updated by the Management Committee: January 2025

During any period of remote teaching, Czech School Without Borders, London (CSWBL) uses an online meeting platform ZOOM ([www.zoom.us](https://www.zoom.us)) and Safeguarding and Child Protection remains our top priority.

In addition to complying with our Safeguarding and Child Protection Policy, this is a list of rules to adhere to whilst teaching online. These rules are to be adhered to by all CSWBL

directors, teachers, assistants, interns and volunteers (CSWBL Staff) involved in online teaching, in order to maintain a high level of online security and avoid any “zoombombing”.

### **General rules:**

The CSWBL Staff use exclusively a licensed ZOOM account provided by Czech School Without Borders, London.

- 1. The following safety functions need to be TURNed ON in settings:**
  - a. Require password for Personal Meeting ID (PMI) - All meetings using PMI.
  - b. Require password when scheduling new meetings.
  - c. Require password for participants joining by phone.
  - d. Waiting room – All participants.
- 2. The following security functions need to be TURNed OFF in settings:**
  - a. Join before the host.
  - b. Remote control.
  - c. Screen sharing (and allow host only to share the screen, this can be changed using in-meeting options).
- 3. When scheduling a lesson:**
  - a. Each lesson needs to be scheduled separately (ie. not as a recurring meeting).
  - b. Each lesson needs to have a unique ID and a password.
  - c. Waiting room needs to be enabled.
  - d. This information is never shared on social media.

## Admitting participants from waiting room

- Participants need to log in using just their first name (ie. John or John P.).
- CSWBL Staff will admit a participant from the waiting room only if they recognize their name.
- CSWBL Staff can send a message to those in the waiting room and inform them they can't be admitted unless they change their name as mentioned above.
- Each lesson will be locked once all expected participants have joined the meeting, but no later than 10 minutes after the start of the meeting.
- In case a student gets disconnected, parents must contact CSWBL Staff via sms or whatsapp and ask CSWBL Staff to unlock the meeting temporarily, so that the pupil can re-join.
- Parents might join their relevant classroom WhatsApp group which serves for the sole purpose of quick communication in case of an unexpected technical issue with ZOOM.

## During a lesson:

- Where possible, one of the CSWBL Staff oversees "managing the room" (i.e. admitting participants, locking/unlocking the meeting).
- **Screen sharing** is enabled only by the host. Once the meeting is locked, the host can allow a co-host and older pupils in Years 5-9, to share their screens for educational purposes only (i.e. presentations).
- **Breakout rooms** – teachers in the preschool section and in Years 0-5 must not create breakout rooms without an adult or school graduate supervising the work in the subgroup. In Years 6-9 teachers can create breakout rooms where pupils will be allowed to work independently. However, teachers must consider carefully which students can be allowed to work independently and make sure the time in breakout rooms is used for working on assigned tasks only.
- CSWBL Staff can restrict the use of chat using the in-meeting toolbar.
- CSWBL Staff must remove any participant not meant to be in the meeting from the Participant menu by hovering over their name clicking on the remove option.
- At all times, CSWBL Staff and pupils have to avoid sharing personal information of any nature.

## Regular/Weekly communication with the parents (i.e. participants)

Parents are sent the link to the lesson in advance, along with the meeting ID and a unique password.

Pupils must join the lesson under their first name only.

## The following communication is to be sent to the parents before each half-term:

The recommended model for lessons will follow these steps:

1. CSWBL Staff send the link to the parents and confirm the time of the lesson by Friday evening at the latest.
2. Lessons are initiated by the CSWBL Staff via a link at the agreed lesson time.
3. For children up to and including year 5, parents need to open the link and be present at the beginning of each lesson. This constitutes parental consent to the lesson taking place.
4. CSWBL Staff should endeavour to adhere precisely to the timetable to avoid causing anxiety for other families who may have pressing work commitments.
5. No recording, neither taking screenshots are permitted during online lessons.

**CSWBL will take the following steps in case of any security breach:**

- Should a “zoombombing” occur, the host or the co-host have to abort the session immediately.
- The host will then inform the parents and the following individuals - [zuzka@czechschool.org.uk](mailto:zuzka@czechschool.org.uk), [ivona.czechschool@gmail.com](mailto:ivona.czechschool@gmail.com), [info@czechschool.org.uk](mailto:info@czechschool.org.uk) and [chair@czechschool.org.uk](mailto:chair@czechschool.org.uk) - via email about the incident using this wording:

*“We have been subject to a security breach during today's lesson on ZOOM. We have aborted the lesson and we will be in touch with more details as soon as possible.”*

Agreed and Accepted on January 2025