

SCOTS MUSIC GROUP: WORKING SAFELY ONLINE

1. INTRODUCTION

As SMG has moved its classes online from September 2020 in response to the Covid-19 pandemic, we need to highlight certain issues and encourage good practice by both students and tutors to ensure that everyone has a safe online experience.

2. ZOOM SET-UP

2.1 MEETING PASSWORD

Tutors should ensure that their Zoom meetings have a password (this is now set as default in Zoom).

2.2 DISABLE 'JOIN BEFORE HOST'

When setting up meetings, tutors should initially ensure that participants can't join the meeting before the tutor arrives. To do this, disable the Join Before Host setting. This should only be changed with the agreement of all students.

2.2 CHAT

Tutors are encouraged to disable the private chat function when setting up meetings so that students cannot communicate privately without the knowledge of the tutor. This is to prevent the possibility of unwanted approaches or online bullying within the class. The private chat function may be useful in certain circumstances but should only be enabled with the permission of all class members. Any student who has an issue with this should report this to their tutor or the SMG office. Tutors should report any serious issues to the Development Worker.

2.3 NAMES

The name of the each user appears in their video box on the screen and can therefore be seen by the whole class. Students can choose the name which appears, and students may wish to use their first name only.

2.4 PHOTOGRAPHS AND RECORDINGS

Students and tutors should only share screenshots of their Zoom group with the express permission of the whole class. Tutors (as Zoom hosts) are able to record sessions, which are stored on their own computer or in Zoom's cloud facility. This may be useful in some circumstances, but should only be done with the permission of the class and should not be shared publicly.

2.5 SCREEN SHARING AND FILE TRANSFER SETTINGS

Tutors should set the Screen Sharing setting to Host Only, unless there is a specific reason not to do so. Tutors should also disable File Transfer so that students can't send files to each other, unless this is specifically useful to the class.

2.6 IP ADDRESSES

[Zoom says that meeting hosts have lists of participants' IP addresses for previous meetings, though I can't find this. I'm waiting for info. If it's possible, they should be deleted from the host's account]