



مدرسة الدوحة البريطانية
DOHA BRITISH SCHOOL

Online Meetings Policy



Last Review: January 2022

Next Review: January 2023

Reviewer: Policy Committee





The following best practices is implemented to ensure the school is using online meeting services in ways that best promote the safety and privacy of the students and teachers. It also helps to create and maintain a safe and secure learning environment for students.

Due consideration should be given by all, staff, students and parents prior to engaging in an online meeting within a school context.

- Online meetings will be pre-organised by the school with a given date and time
- The class teacher will always be the 'host' of such a meeting
- Video calls will only take place when the member of staff is in school
- Meeting details should not be shared with anyone other than those to whom the class teacher has invited
- The recording or photographs of such meetings by students will not be permitted
- The sharing of content in relation to such meetings on social media will not be permitted
- Teachers will keep a record of those students who were in attendance at the meeting as well as check content and comments
- All participants joining the meeting will be muted initially and should remain muted until the teacher gives them an opportunity to contribute to the meeting
- The teacher may remove that individual or end the meeting at any time should they witness or hear anything of concern
- Inappropriate behaviour will be reported to the relevant Head of School and will be dealt with thereafter. In such instances, the student(s) may be excluded from further meetings of this nature and parents may be contacted and informed
- Language and behaviour must be professional and appropriate

In addition to the best practices - the following IT measures have been put into place.

- A domain whitelist segregation policy for online video meetings whereby students or teachers with Doha British School e-mail addresses can only start or enter a meeting
- Students will automatically be rejected if logging in via an outside e-mail address (for e.g. Hotmail/Outlook, G-Mail, Yahoo)
- All online meetings will be recorded (length, time, date, attendance, audio, video)
- At times, chat features will be restricted to avoid the possibility of students posting/disclosing any personal information publicly to other students

Students and staff are expected to use their school e-mail address for any school-related activity.

Misuse of technology (devices, systems, platform) is strictly prohibited and action will be taken if anyone is found doing so.



Thank you