



## CHECKLIST

### Preparation for a Safe Online Teaching Session

- Select a trusted platform (e.g., Zoom, Microsoft Teams) and familiarise yourself with its basic settings
- Ensure your internet connection is secure and avoid using public Wi-Fi
- Update your device with the latest security patches and install antivirus software
- Set up a password-protected meeting link to restrict access to authorised participants
- Plan to collect only the minimum necessary information from participants (e.g., first name or alias)
- Prepare teaching materials in advance and save them in a secure location

**Notes:** If unsure how to set up secure links or update devices, ask for help from a colleague or a tech support team.