

Digital Safety Policy

A. Wifi access and mobile devices

Wifi access is made available to members and attenders of local meetings and hirers of meeting houses to facilitate use of their personal devices while at a meeting house.

We do not see a need to restrict or monitor the usage of wifi by such people. If a person under 18 years of age has a mobile device with wifi, we trust that the person's parents provided such device and that they have implemented any parental controls they wish in providing the device.

Mobile devices should not be used during while a meeting is in session. The meeting, an elder, or clerk may ask someone using a mobile device in a distracting or inappropriate way to stop using the device in such a way.

B. Facilities for blended meetings for worship

Local meetings that hold blended meetings for worship have equipment in the meeting house for that purpose. This equipment is kept in a secure location and except when in use for meetings for worship transmitted via Zoom. When used at meetings, all attending the meeting are aware of the equipment.

C. Preventing and responding to misuse of Zoom

Quaker meetings for worship are open to everyone. When the Conventicle Act of 1664 prohibited all religious meetings not following the liturgy of the Church of England, Quakers continued meeting in our usual way. Other dissenters met in secret, but Quakers continued meeting openly and were consequently imprisoned in many cases for holding unlawful meetings. (Isabel Ross, *Margaret Fell: Mother of Quakerism*, pages 182ff (York: William Sessions Book Trust, 1996).

While most people attending a meeting respect the spirit of it, a few cases of disruption have occurred, and sometimes the disruption is done via Zoom. Elders acting in the Light may intervene in such situations to exclude disrupters, and it is helpful to set Zoom up in a way that precludes abuse.

Excluding disrupters on Zoom

Click mouse on the window of the disrupter. A menu of options will appear including Stop video, Put in waiting room, and Remove. The option to put in the waiting room is fastest and lets you return to the person to speak with them. It works even when no waiting room was used initially.

Preventing disruption on Zoom

Preventive measures can interfere with full and easy participation in the meeting. To avoid unnecessary measures, two levels of security are outlined below. The higher level includes all measures of the basic level, plus the additional ones listed.

Basic level of prevention:

- a. **Set up the meeting ID with a passcode.** If you require a passcode to join the meeting and disclose the passcode only to invited participants, intruders will be prevented from joining the meeting. Zoom will prompt the user for the passcode after the meeting number is entered. To cancel the invitation to someone to join, you will need to create a new meeting with a new number and passcode, and then release those details only to participants who remain invited.
- b. **Don't allow participants other than the host or speaker to share their screen.** To carry this out, while logged in as Host, click on More (with the icon of three dots). Then choose Host tools. Then click on Share whiteboards and allow only the Host (you) to share the screen.
- c. **Don't allow participants to change their name** so that you can easily identify people to eject or mute. Again under Host tools, disable the Rename switch; or under Security, disable Rename themselves.
- d. **Mute everyone if necessary.** To carry this out, while logged in as Host, click on Participants. At the bottom of the screen that then appears is an option to Mute all. Click on that button.
- e. **Disable chat** during meeting for worship, but enable it after the meeting ends. Under More, Host tools, click on Chat with and choose the option to allow participants to chat with no one.
- f. **Disable annotations.** To prevent anyone from annotating (adding text or a drawing) to a shared screen, switch off annotations for everyone.

Higher level of prevention:

- a. **Set up meetings with a waiting room.** Only allow into the meeting persons who do not have a history of disruption. You can set up a waiting room at any time during the meeting. Under More, Host tools, click on Waiting room.
- b. **In extreme cases, you can lock the meeting room,** which will prevent anyone new from joining the meeting. This should be limited to extreme cases to preserve the openness of meetings for worship. Click on More, then on Host tools. Then click on the switch marked Lock meeting.

D. Email accounts dedicated to Meeting use

Where a clerk uses an email address and account that is dedicated to use by the clerk on behalf of the Meeting, the clerk will use that email account only for the Meeting's business.

This restriction does not apply to personal email accounts used by clerks of local meetings to carry out their Meeting responsibilities.

Adopted by North West London Quaker Area Meeting on 18 March 2025