

University of Bremen Video Conference Usage Policy

Status: November 2020

Various video conference systems are available at the University of Bremen for real time online communication in the fields of research, teaching, and administration. Their basic functions are identical; however they do differ in terms of several additional functions. These correspond with the legal requirements to varying extents, which results in different usage scenarios.

Each of these tools is operated slightly differently. That is why we recommend that all users get to know the chosen tool and its options prior to usage – if this is possible.

The usage of video conference systems is generally voluntary for University of Bremen staff members.

You can find further usage information for all of the systems available at the university in the following table.

Zoom

The scalable cloud service *Zoom* is an option for online lectures in real time. Due to the current situation, the usage of *Zoom* is initially restricted to the summer semester 2020 and the winter semester 2020/2021. After completion of the winter semester 2020/2021, a reevaluation will take place.

StarLeaf

When it is necessary to transfer and communicate data in accordance with Art. 9 GDPR (special categories of personal data, i.e. health data, biometrical data etc.) and sensitive university operation data, such as contract and finance data, as well as relevant regulations and decision foundations, only StarLeaf may be used.

Basic functions of all systems

- Audio transmission (microphone)
- Video transmission (webcam)
- Screen sharing

Overview: System recommendations and admissibility

Tools	StarLeaf	Zoom Cloud Meeting	BigBlueButton via Stud.IP (test operation)	Jitsi Meet (test operation)	AdobeConnect via DFN	DFNConf
Institution	Media Office	Media Office	ZMML	ZfN	DFN	DFN
Number of participants	Max. 100	Max. 300 as a standard. Up to 1,000 for webinars (after registration)	1,200 in total, max. 100 per meeting	4 active cameras, 60 participants (please note client requirements!)	200	Max. 23
Client	Browser and app for IOS and Android	Chrome browser (all operating systems) or app (all operating systems)	Browser; Firefox and Chrome recommended	Chromium/Google Chrome or app (Android, iOS)	Browser or connect-app	Browser or Pexip-app
Additional function	Telephone dial-up External guest participation	Raising your hand Public and private chats Telephone dial-up External guest participation Whiteboard Sketching (participants also) Surveys Sub-rooms Recording	Chat Raising your hand Sketching Whiteboard Notes Participant status, surveys Sub-rooms	Chat Raising your hand External guest participation	Chat Whiteboard	Chat Telephone dial-up
Access	Registration required and acceptance required via email videokonferenz@uni-bremen.de	Uni-account (initial email address@uni-bremen.de) or email address@vw.uni-bremen.de	Stud.IP login (uni-account)	Uni-account	DFN: Uni-account (host), link (participants)	Uni-account, password protection possible
Further information	https://www.medienstelle.uni-bremen.de/videokonferenz/index.php	https://www.medienstelle.uni-bremen.de/videokonferenz/index.php	https://www.uni-bremen.de/zmml/lehre-digital/digitale-werkzeuge/videokonferenzen-mit-bigbluebutton	https://www.uni-bremen.de/zfn/weitere-it-dienste/chat-konferenzsysteme/jitsi-meet-videokonferenzen	https://webconf.vc.dfn.de/	https://conf.dfn.de/
Meetings etc.						
Meetings, commissions with personal data	x					

Tools	StarLeaf	Zoom Cloud Meeting	BigBlueButton via Stud.IP (test operation)	Jitsi Meet (test operation)	AdobeConnect via DFN	DFNConf
Interviews / appointment committees	x					
Appointment committees (presentations, test lessons)		x	x		x	
Work group meetings	x		x	x	x	x
Public meetings	x	x	x	x	x	x
All other meetings / commissions	x		x	x	x	x
Online learning						
Classes		x	x	x	x	x
Student consultations with data in accordance with Art. 9 GDPR	x					
Student consultations without data in accordance with Art. 9 GDPR	x	x	x	x	x	x
Peer-to-peer student consultations without data in accordance with Art. 9 GDPR	x	x	x	x	x	x
Oral examinations without data in accordance with Art. 9 GDPR	x	x	x	x	x	x
General information events						
For students		x	x	x	x	x
For staff		x	x	x	x	x
For external persons		x		x		